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MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR

FISCAL YEAR 1981

ANNUAL PLAN

AUGUST 15, 1980

MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR

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ANNUAL PLAN

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The Planning Unit of the Balance of State Prime Sponsor had the lead responsibility in the preparation of the CETP document. The following individuals from both Planning and other BOS Units contributed to the effort, and are so acknowledged:

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MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR
FY'81 ANNUAL PLAN

TABLE OF CONTENT

	<u>PAGE</u>
SUBPART A APPLICATION FOR FEDERAL ASSISTANCE (SF 424)	2
SUBPART B GENERAL ANNUAL PLAN NARRATIVE	
1. Certification	4
2. Overview of Performance	5
a. Program Evaluation	5
b. Monitoring	11
c. Service to Handicapped	17
d. Rate of Positive Terminations for Each Institutional Training Contract	18
e. Major Program Changes by Title	80
3. Approach	
a. Service to Significant Segments	83
b. Targeting of Program Activities and Services	85
c. How Activities Will Contribute to Goals	90
d. Title IV Youth Program	96
e. Youth Program Linkages	96
f. Special Credits Awarded	100
g. PSE & Work Experience	104
h. Discretionary Funding	104
i. Prime Sponsor & DES Agreement	104
SUBPART C TITLE II, PARTS B & C, PROGRAM	105
I. Narrative Description	
a. Performance & Placement Goals	106
b. Approach	
i. Program Activities and Services	109
A. Classroom Training - Occupational Training	112
B. Classroom Training - Other ABE	128
C. On-the-Job Training	130
D. Work Experience - In-School	131
E. Work Experience - Other	133
F. Other Activities	135
G. Service to Participants	135
H. Linkages with Vocational Education	137
ii. Upgrading	137
II. Program Planning Summary (PPS)	139
III. Budget Information Summary (BIS)	140
IV. Summary of Subrecipients and Contractors	141

		<u>PAGE</u>
SUBPART D	TITLE II, PART D - PSE	145
	a. Results & Benefits	146
	b. Approach	147
	Level of Employment - PSE (Formats)	150
	I. Program Planning Summary (PPS)	208
	II. Budget Information Summary (BIS)	209
	III. Monthly Schedule	210
	IV. Summary of Subrecipients and Contractors	211
SUBPART E	TITLE IV - YCCIP	214
	a. Program Purpose	215
	b. Results & Benefits	216
	c. Approach	217
	YCCIP Request for Proposal Package	219
	II. Program Planning Summary (PPS)	241
	III. Budget Information Summary (BIS)	242
	IV. Summary of Subrecipients and Contractors	243
SUBPART F	TITLE IV, YETP	244
	a. Program Purpose	245
	b. Results & Benefits	257
	c. Approach	261
	II. Program Planning Summary (PPS)	274
	III. Budget Information Summary (BIS)	275
	IV. Summary of Subrecipients and Contractors	276
SUBPART G	TITLE IV SYEP - PRELIMINARY PLAN	280
SUBPART H	TITLE VI, PSE	283
	a. Results & Benefits	284
	b. Approach	284
	II. Program Planning Summary (PPS)	286
	III. Budget Information Summary (BIS)	287
	IV. Monthly Schedule	288
	V. Summary of Subrecipients and Contractors	289
SUBPART I	TITLE VII, PRIVATE SECTOR INITIATIVE PROGRAM (PSIP)	290
	I. Narrative Description	291
	a. Results & Benefits	292
	b. Approach	294
	c. Private Industry Council	296
	Membership (List)	300
	II. Program Planning Summary (PPS)	303
	III. Budget Information Summary (BIS)	303
	IV. Statement of Concurrence	304

	<u>PAGE</u>
SUBPART K ADMINSTRATIVE ANNUAL PLAN SUBPART	305
Budget Information Summary	306
Budget Information Summary Back-up for Administrative Cost Pool	307
SUBPART L PLANNING COUNCIL RECOMMENDATIONS AND GOVERNOR'S COMMENTS	
Prime Sponsor Planning Council	309
Governor's Comments	310

A. Application for Federal Assistance

FEDERAL ASSISTANCE			2. APPLICANT'S APPLICATION	3. NUMBER	3. STATE APPLICATION IDENTIFIER	4. NUMBER
1. TYPE OF ACTION <input type="checkbox"/> PREAPPLICATION <input checked="" type="checkbox"/> APPLICATION (Mark appropriate box) <input type="checkbox"/> NOTIFICATION OF INTENT (OIA) <input type="checkbox"/> REPORT OF FEDERAL ACTION			5. DATE Year month day 19 80	6. DATE Year month day 19	7. DATE Year month day 19	8. DATE Year month day 19
4. LEGAL APPLICANT/RECIPIENT a. Applicant Name : Commonwealth of Massachusetts b. Organization Unit : Executive Office of Economic Affairs c. Street/P.O. Box : C. F. Hurley Building, 4th Floor d. City : Boston e. State : Massachusetts f. Contact Person (Name & telephone No.) :				5. FEDERAL EMPLOYER IDENTIFICATION NO. 046-002-234-365-7		
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT Comprehensive Employment and Training Act All Titles Inclusive: Title II ABC Title IV YCCIP Title II C Title VI Title IV YETP Title VII				6. PROGRAM (From Federal Catalog) a. NUMBER 11 71 21 21 21 b. TITLE		
12. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) Balance of State, Massachusetts				11. ESTIMATED NUMBER OF PERSONS BENEFITING 32,000		
13. PROPOSED FUNDING a. FEDERAL \$57,247,000 .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ 57,247,000 .00				14. CONGRESSIONAL DISTRICTS OF: a. PROJECT Statewide b. PROJECT DURATION 12 Months 15. PROJECT START DATE Year month day 19 80 10 1 16. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY > 19		
17. TYPE OF ASSISTANCE A-Basic Grant B-Interest C-Substate D-District E-City F-School District G-Special Purpose District Enter appropriate letter(s)				18. TYPE OF APPLICATION A-Initial B-Continuation C-Extension D-Modification E-Other Enter appropriate letter(s)		
19. TYPE OF CHANGE (For 100 or 100) A-Increase Dollars B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Continuation Enter appropriate letter(s)				20. EXISTING FEDERAL IDENTIFICATION NUMBER		
21. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Employment and Training Administration, DOL, Boston, Massachusetts				22. REMARKS ADDED Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
23. THE APPLICANT CERTIFIES THAT: a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the applicant has been duly authorized by the governing body of the applicant and the applicant will comply with the attached instructions if the assistance is approved. b. If required by OMB Circular A-95 this application was submitted, pursuant to its provisions, to appropriate clearinghouses and all responses are attached. c. State A-95 (SETC)				24. DATE SIGNED Year month day 19		
25. CERTIFYING REPRESENTATIVE Mario A. Alfano Assistant Secretary				26. SIGNATURE [Signature]		
27. AGENCY NAME				28. APPLICATION RECEIVED Year month day 19		
29. ORGANIZATIONAL UNIT				30. FEDERAL APPLICATION IDENTIFICATION		
31. ADDRESS				32. FEDERAL GRANT IDENTIFICATION		
33. ACTION TAKEN <input type="checkbox"/> 1. AWARDED <input type="checkbox"/> 2. REQUESTED <input type="checkbox"/> 3. RETURNED FOR AMENDMENT <input type="checkbox"/> 4. DEFERRED <input type="checkbox"/> 5. WITHDRAWN				34. FUNDING a. FEDERAL \$ 1 .00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$ 1 .00		
35. ACTION DATE > 19				36. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)		
37. REMARKS ADDED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				38. STARTING DATE 19 39. ENDING DATE 19		
40. FEDERAL AGENCY ACTION				41. REMARKS ADDED		

B. General Annual Plan Narrative

1. Certification

The Massachusetts Balance of State Prime Sponsor certifies that the information contained in the Prime Sponsor Master Plan (Part I of its Comprehensive Employment and Training Plan) as approved by the Department of Labor is complete and accurate, as augmented by information contained in this Annual Plan. The prime sponsor further certifies that all program operations funded in whole or in part with funds made available under the Comprehensive Employment and Training Act will be in accordance with the approved Master Plan and Annual Plan, and that it will comply with the requirements of 20 CFR 676.16 in proposing and obtaining approval for any modifications to its Comprehensive Employment and Training Plan.

2. Overview of Performance

- 2.a. Summarize the principal findings of program evaluation, monitoring and audits, and describe how the resulting information was used in the annual plan.

Evaluation

Based upon an evaluation of FY'79 performance, the prime sponsor has set several policies and program emphases for FY'81. These emphases and policies are reflected in both the Prime Sponsor annual plan and in the annual plans for the subgrantees. A summary follows.

There is no question that On-the-Job Training is the most effective and efficient activity in achieving placements. Both the entered employment rate and the cost per entered employment compare favorably to other activities operated by the prime sponsor and with the average performance of the Region for Title IIB. Despite the outstanding performance of the activity, the size of the OJT program has remained relatively constant over the past few years. Approximately 10% of the total enrollments in Title IIB were served in OJT during FY'77, FY'78, FY'79, and the first half of FY'80. During this time period, about 10% of the total funds for Title II B were expended for OJT.

Therefore, a priority for FY'81 is to expand the size of the prime sponsor's OJT program. In quantified, measurable terms, the prime sponsor has a goal of utilizing 20% of the Title IIB funds for on-the-job training, an expenditure rate which is double the past, actual rate.

When the Prime Sponsor's performance was compared to that of other prime sponsors within the state and region, it was found that other areas had placement goals for a larger proportion of Title II B participants than did Massachusetts Balance of State. The Prime Sponsor's positive termination rate was equal to that for the remainder of Massachusetts, and it was higher than the rate for the remainder of the region. However, the percentage of positive terminations who entered employment in the prime sponsor was only 38.8% as compared to 75.9% for the remainder of the state, and 59.9% for the remainder of the Region. Thus the Prime Sponsor had a very high rate of participants leaving the Title in a "positive" manner who were not placed.

One group of positive terminees who were not placed were those who left Title IIB in order to be served in another CETA Title. The prime sponsor has set two policies and corrected a reporting procedure in order to reduce the number of intertitle transfers. One policy is to reduce the number of people who transfer from Adult Work Experience to Public Service Employment. The prime sponsor will accept transfer as being appropriate only for a very small number of participants who have extremely severe barriers to employment and who would be unable to participant in PSE without some prior, basic skill or work habit development. The second policy is part of a larger program emphasis regarding Title II B youth.

The prime sponsor has historically served large numbers of youth in Title IIB. Most of these youth were served in work experience, and, in addition, many were students and did not have placement into unsubsidized employment as a goal. Therefore, large numbers of Title II B participants terminated from the title and either returned to school or were served in another CETA title. In FY'79, 23.4% of all Title IIB participants were served in in-school work experience, and 60.9% of the in-school work experience participants were only 14-15 years old.

Title II B is evaluated according to rates at which participants are placed and earned wages are increased, while Title IV youth programs are evaluated more according to the rate at which youth terminate in a positive manner. Therefore, the Prime Sponsor decided to maintain the same level of service to youth, but limit the number of in-school youth who are served in Title IIB, while increasing the emphasis upon out-of-school youth.

In-school youth who are currently enrolled in Title II B are to be transferred to Title IV YETP if they are welfare recipients prior to the beginning of FY'81. This will reduce the number of in-school youth who are carried-in to the new fiscal year. In addition, no additional in-school youth may be enrolled into Title IIB unless they are high school seniors who will be entering the labor market at the end of the school year. Youth who are served in Title IIB as seniors may not be transferred into the Summer Youth Employment Program. Instead, they may receive intensive job development and placement services or additional skill development within Title IIB.

In addition to reducing the rate of transfer from Title II B, the manner in which transfers into the Summer Youth Employment Program are recorded will be corrected. Youth who are served in Title IIB, YETP, or YCCIP during the school year, who are served in SYEP during the summer, and who return to Title IIB, YETP, or YCCIP, are not to be recorded as terminations or transfers. These youth are concurrent enrollments. Previously, the Prime Sponsor has recorded these youth as transfers from Title IIB and YETP, and thus the reported number of terminations was higher, the number of transfers was higher, and the entered employment rate was lower. In addition, the percentage of positive terminations who entered employment was lower than it would have been with correct reporting.

Other performance problems have been identified which are related to the rate at which Title IIB participants transfer from one activity to another. When monitoring and evaluating the performance of the Prime Sponsor and each subgrantee, intra-title transfers will be viewed as desired outcomes for participants who are served in English as a Second Language, Adult Basic Education, and Work Experience. For many within these activities, the goal is to remove one or more barrier to employment and then to transfer the participant to another activity for occupational skill development or another activity designed to improve employability. For participants who are served in skill training or on-the-job training, the goal is placement in unsubsidized employment. Therefore, an intra-title transfer at the end of one of these two activities is seen as a participant outcome that was not desired.

The performance indicators used by the Department of Labor for assessing prime sponsor performance are designed for the title level, and intratitle transfers are not included in any of the computations. In order to assess performance at the activity level, new indicators have been selected that will be used to assess the planned and actual performance of subgrantee in FY'81.

The new indicators are:

- 1) a goal attainment rate that will be used for ESL, ABE, Work Experience (in school and other), CEE, and classroom training in YETP:
- 2) an entered employment rate for skills training in which intra-title transfers are both skills training trainees and was not attained; and
- 3) an entered employment rate for OJT which includes both holds for activity and placement and intra-title transfer outcomes that were not desired.

Charts which show the formula for each of these rates follow.

Activity Leavers

Activity Terminations

Title Terminations

CETA Terminations

Total Cumulative Enrollment	Current Active Participants	Holds		Inter-Title Transfer	Intra-Title Transfer	Inter-Title Transfer	Enter Employment	Other Positive Terminations		do not return to school	other terminations
		hold for placement	hold for Activity								

BOS GOAL ATTAINMENT

BOS ACTIVITY TERMINATIONS

DOL POSITIVE TERMINATIONS

DOL TITLE (OR TOTAL) TERMINATIONS

DOL POSITIVE TERMINATION RATE:

$$\frac{\text{Inter-title transfers} + \text{enter employment} + \text{other positive terminations}}{\text{title terminations}} \times 100$$

BOS GOAL ATTAINMENT RATE:

$$\frac{\text{Inter-title transfers} + \text{intra-title transfers} + \text{enter employment} + \text{return to school}}{\text{activity terminations}} \times 100$$

Activity Leavers

Activity Leavers									
Activity Terminations									
Title Terminations									
CETA Terminations									
Total Cumulative Enrollment	Current Active Participants	Holds		Intra-Title Transfer	Inter-Title Transfer	Enter Employment	Other Positive Terminations		
		hold for Placement	hold for Activity				return to school	do not return to school	other terminations
Activity Leavers									
OJT									
Enter Employment									
Skill Training									
Enter Employment									
Activity Terminations									
Enter Employment									
Title									
CETA Terminations									

DOL TITLE LEVEL ENTERED EMPLOYMENT RATE:

$$\frac{\text{Enter Employment}}{\text{CETA Terminations}} \times 100$$

9

BOS OJT ENTERED EMPLOYMENT RATE:

$$\frac{\text{Entered Employment}}{\text{Entered Employment}} \times 100$$

BOS SKILL TRAINING ENTERED EMPLOYMENT RATE:

$$\frac{\text{Entered Employment}}{\text{Entered Employment}} \times 100$$

Levels have been set for each of these indicators that will be used in the sub-grantee plan approval process. Subgrantees which have achieved an actual performance which is above the higher level of the indicator will not be required to plan improved performance in FY'81 for that indicator. Subgrantees may not plan a performance level that is less than what was achieved in the past.

A second level for each indicator has also been selected. Subgrantees which achieved performance that was between the high and low level will be required to plan improvement in FY'81. Subgrantees that have performance that is below the low level will also be required to plan improvement, but their planned performance must be above the low level. The high and low levels for each indicator are:

	<u>high</u>	<u>low</u>
Goal Attainment rate	80%	60%
OJT entered employment rate	70%	55%
Skill Training entered employment rate	70%	55%

Levels for indicators at the Title level have also been selected. The outcome indicators (entered employment rates) have levels that are based upon the Regional thirds that DOL uses when assessing the prime sponsor plans. The high and low levels for each indicator are:

	<u>high</u>	<u>low</u>
Title IIB entered employment rate	52.7%	42.2%
Title IIB Cost per entered employment	\$6,000	\$10,000
Title IID entered employment rate	54.9%	38.0%
Title VI entered employment rate	46.0%	31.5%
Title IV YETP cost per positive termination	\$2,000	\$3,200

Additional emphases for Title IV YETP include the provision of limited services, job development and placement for youth within the balance of state area, and to increase the rate of service to women, minorities, offenders, handicapped, and the limited English speaking by 5%.

Another issue identified through evaluation and monitoring is related to some broader concerns that the prime sponsor has regarding assessment and testing. Currently some subgrantees enroll participants into Title IIB at the time that the client is assessed and tested and others do not. Currently a task force consisting of subgrantee and central office staff is formulating recommendations concerning assessment and testing, and the recommendations will include the issue of standardizing the time at which clients are enrolled, and they will be made prior to the beginning of FY'81.

Several program emphases have been set. In Title IIB, OJT is to be increased to 20%, the emphasis upon skills training is not to diminish, and the emphasis to in-school work experience will be substantially less. For all titles and for activities with YETP and Title IIB, performance indicators have been selected and levels set for each.

Monitoring

One important result of monitoring has been an assessment of the weaknesses of the prime sponsor's monitoring system and the institution of change in the procedures. Heretofore, the quantified client enrollment, termination, and characteristic data that was used in monitoring was that taken from the automated management information system. Because of late and incomplete reporting, it was difficult to distinguish performance problems from reporting problems. Thus one set of changes involves using manual client data for monitoring, comparing the manual data to that contained within the automated system, and instituting an ongoing validation of the automated system.

The monthly monitoring that is conducted using the manual data is part of the PMS (Program Monitoring System). An additional goal of the monitoring system is to identify lag funds, to develop corrective action plans so that the lag funds can be spent within the subgrantee area, and if the subgrantee is unable to use the funds, to reallocate the funds to areas that can expand CETA programming.

An additional change that is being implemented in FY'80 is the use of monitoring teams. By using staff from various units (Operations, Grant Management, Planning, Youth, Employment and Training, and Affirmative Action), a more comprehensive assessment of subgrantee performance can be made, and the strengths of each unit can be brought to bear upon corrective action plans and technical assistance. The changes are discussed in more detail in the following pages.

During FY'80, the Prime Sponsor has designed and fully implemented a comprehensive monitoring system. First utilized throughout the Balance of State during the second quarter of FY'80, the Program Monitoring System provides accurate performance data on both participants and expenditures. Data used by the PMS is provided directly by each subgrantee to its regional coordinator, thereby eliminating discrepancies between subgrantee and Central Office data.

The PMS is employed, in whole or in part, by the Operations, Youth and Employment and Training Units. The system has two specific goals: 1. to minimize the build-up of lag funds and 2. to provide direction and assistance to service deliverers in improving performance.

To achieve these goals, regional coordinators employ the PMS to compare a subgrantee's actual performance with program objectives and the operational plan. The focus of these efforts centers on monitoring expenditures and the variance between planned and actual flow of clients into and out of program activities within a subgrantee's delivery system. These efforts also identify operational problems which hinder the achievement of planned objectives.

One goal of the monitoring system is to prevent the build-up of excessive lag funds. The system focuses upon expenditures for the first and second quarters. If lag funds are building, immediate corrective action to utilize these funds will be developed. It is essential that lag issues be resolved by the second quarter, as it becomes increasingly difficult to expend large amounts of money during the latter part of the fiscal year. The suggested rates of expenditure are as follows:

1. If 25% of the grant is planned to be expended in the first quarter, a 15% variance from plan is allowable. If less than 25% of the grant is to be expended in the first quarter, any variance will be carefully monitored in future quarters in case fiscal adjustments are necessary to bring spending back on plan.
2. If 40% of the funds planned to be spent in each program activity is not expended by the end of the second quarter, the Central Office will monitor expenditures to ensure that planned levels are achieved. This 40% figure is not applied to the total grant but to each program activity by line item. For example, if \$100,000 was planned to be expended in OJT during the fiscal year and \$40,000 was not spent in this line item by the second quarter, future spending in OJT would be closely monitored and corrective action developed if necessary.
3. For the third quarter, if 65% of the funds planned to be spent in each program activity is not expended by line item the same procedures identified for second quarter low expenditures will be followed.

These percentages pertain to Titles II ABC, IID, and VI. Other guidelines will be developed for the Youth titles and special programs. These percentages provide a benchmark for determining possible lag fund development. Any variance from these rates will, at the least, trigger close monitoring of future expenditures to ensure that lag funds are not developing.

The second goal of the PMS is to provide data which will assist sub-grantees in improving performance. On an ongoing basis throughout the fiscal year, PMS assesses the other aspects of program activities (i.e., placements, terminations, achievement of program goals, costs per placement, etc.) via monthly monitoring charts and on-site visits.

The following charts on performance data are produced through the PMS:

1. PMS Monthly Enrollment Data Report
2. Monthly Expenditure Report
3. Monthly Monitoring Report
4. Quarterly Performance Charts

The Monthly Enrollment Data and the Monthly Expenditure Report are used to determine which programs and areas within programs should be reviewed each month. If a problem is identified and the cause of that problem is already known, the Monthly Monitoring Report indicates what action has been or will be taken to address the problem.

If more detailed review of a program or system is necessary to determine the cause of a problem, an on-site monitoring visit will be conducted. The CETA Performance Review Guide and the Program Guide will be employed during these on-site visits.

The CETA Performance Review Guide enables the monitor to identify the common operational problems which may be prohibiting the achievement of desirable program performance. The questions set out in the Guide focus on whether the subgrantee is meeting planned performance for program input, program output and program expenditures. This encompasses the basic questions for data review and data analysis of the following programs: Classroom Training (ESL, ABE and Skill Training); Work Experience (Youth and Adult); PSE (Titles IID and VI) and OJT.

The quarterly monitoring charts are provided to Operations staff by the Planning Unit's Evaluation Subunit. These reports are compiled on the basis of monthly PMS, MIS and fiscal data.

During FY'80 the Prime Sponsor has instituted an additional process that will produce a more accurate data base for FY'81 and beyond. A system of validating the MIS was instituted on June 1, 1980 throughout the Prime Sponsor. This MIS validation process is an ongoing activity which will impact considerably on Balance of State quantified performance data.

This prime sponsor has encountered problems in assessing its own performance primarily because of late and incomplete reporting by subgrantees. Problematic reporting affects some performance indicators more than it does others. Entered employment rates, positive termination rates, rates of service to different groups, and negative termination rates are fairly reliable because the prime sponsor does have sufficient client forms for any given period so that there is usually a statistically reliable sample. However, because the cost indicators are based upon the number of persons who enter employment, who are served or who terminate in a positive manner divided into total expenditures, these indicators are affected by reporting problems. The prime sponsor has found that the cost indicators generally decline by 10% when recomputed to include an additional month of late client forms.

The monthly program activity MIS validation is accomplished primarily by subgrantee staff with support from the Central Office's Administration and Fiscal Division. Following the first MIS weekly update of each month, subgrantees are provided an alphabetical listing of current clients by program activity. The listing is used to verify the status of clients who are listed as currently enrolled in specific activity, or to correct the status of clients receiving services under the activity but missing from the listing. The verifications and corrections are documented by validation control lists.

The activity to be validated each month and the source of verification data are determined by subgrantee management. The validation listings are signed off by the manager of the validated program. Subgrantees are allowed a minimum of 2 weeks to complete each validation; the Central Office has a minimum of 1 week to review subgrantee submissions. The completed validation is reflected in the listing produced for the next monthly validation, ensuring an ongoing process.

In addition to taking steps to improve the accuracy of the data used in monitoring and evaluating subgrantee performance, the Prime Sponsor has adopted a team approach to monitoring. This approach constitutes a major change from past monitoring efforts which were the responsibility of the Operations Unit with limited support from other staff. During the first 2 quarters of FY'80, the regional teams developed into an effective means of monitoring as well as providing technical assistance to subgrantees. Team members are responsible for monitoring performance on a title-specific basis, Operations has level responsibility for Titles IID and VI; the Youth Unit for Title IV (and Youth Programs funded under IIB) and the Employment and Training Unit for Title IIB and VI.

The regional team approach to monitoring has the advantage of involving specialists from all programmatic areas in the monitoring process. Each operational unit within the Central Office has representatives on the regional teams. The teams are standing groups with the same individuals remaining on each team (unless staffing changes occur), thus ensuring that team members are knowledgeable about the subgrantees in their region. The team of program specialists is coordinated by the regional Chief Supervisor. Regional coordinators (who continue to have primary responsibility for subgrantees) are members of their subgrantee's monitoring team.

Each unit representative on the regional team has clearly-defined responsibilities as a member of the team. The Planning Unit representative monitors the status of the subgrantee plans for all titles and the need for plan modifications. The Grants Management specialist oversees the systems for allowance payments, accounting, cash management, fund control, audit, and IMU review. Youth assessments, LEA agreements, adherence to child labor laws, and worksites are monitored by the Youth Unit. The representative of the Employment and Training Unit monitors STIP programs and use of the Targeted Jobs Tax Credit. Affirmative Action monitors services to significant segments and target groups, subgrantee personnel policies, AMPB's, participant recruitment, selection, and orientation, and the grievance procedure. Operations staff monitors participant records and compliance with Public Service Employment requirements. Performance and cost indicators are monitored by the Operations, Youth, and Employment and Training units. (Refer to BOS FY'81 Master Plan Section 7.b.IV.)

The regional teams accomplish their monitoring responsibilities through the use of site visits as well as data from the PMS and the MIS. The teams actively monitor throughout the quarter; their efforts culminate in quarterly review conferences on subgrantee performance.

The Prime Sponsor has developed and implemented a process for reallocating funds during this fiscal year, a process which may impact strongly on subgrantee and therefore Prime Sponsor performance in FY'81. The reallocation of funds from subgrantees that don't achieve reasonable expenditure rates to subgrantees that can effectively use additional monies has occurred in all titles during FY'80.

The reallocation process is triggered by data on expenditure rates provided through the PMS. If a subgrantee does not meet required expenditure rates and its performance indicates a serious build-up of lag funds, these funds are reallocated to another subgrantee within the Prime Sponsor.

The Program Monitoring System focuses attention on expenditure rates during the first and second quarters so that the reallocation process is triggered early enough in the fiscal year for sound employment and training programs to be implemented.

In Title IV YETP, in addition to PMS monitoring of expenditures, subgrantee plans must reflect a fairly constant level of youth programming. No subgrantee YETP Plan will be approved that is not based on a planned expenditure rate of 25.0% or more during each of the first three quarters of the fiscal year.

During FY'80, the Prime Sponsor has had difficulty in meeting the 15.0% training requirements in Title II D. Programmatic problems which are the basis of this expenditure difficulty have been identified on a non-quantitative level. Prior to FY'81, the capability for monitoring expenditure rates in Title II D training will be built into the PMS, so that it will be monitored systematically. This monitoring will ensure that problem areas are identified early enough in the fiscal year to be corrected effectively. In addition, FY'81 Title II D Plans must reflect the required level of training expenditures.

Subgrantee expenditures will be monitored on a monthly and quarterly basis against monthly and quarterly planned budgets by both the PMS and as a part of the Grants Management Unit's regular monthly monitoring responsibilities. The Operations, Youth and Employment and Training units will also monitor subgrantees by Title to ensure that they do not fall below required expenditure rates. (Refer to BOS FY'81 Master Plan, Section 7.b.IV.)

Expenditures will be reviewed not only in aggregate by Title, but also by program activity and cost category, to determine not only if total spending levels are on plan, but also if specific expenditures mandated by regulation (such as IID and VI training requirements) are being adhered to.

Section 2.c.

During the first two quarters of FY'80, 1,943 handicapped individuals were served by the Prime Sponsor. These individuals represent 9.3% of all participants, an increase over the FY'79 service level of 7.0%. Handicapped participants are served in all titles, but almost half (48.6%) of the handicapped are served in Title IIB. Of all Title IIB enrollees, 12.3% are handicapped.

The intertitle transfer rate of handicapped participants is slightly below the rate for total participants. However, the rate of transfer from PSE is higher among handicapped participants. Almost one fourth (24.7%) of handicapped terminees from PSE participate in an additional CETA activity.

One hundred seventy-eight (178) handicapped participants entered unsubsidized employment during the first two quarters of FY'80. The entered employment rate for all titles was 33.2%, a significant improvement over FY'79's 26.5% rate, though it was somewhat lower than the entered employment rate for all participants. In most titles, the handicapped entered employment rate was not significantly different than the rate for all participants, and the handicapped rate exceeded the total rate in Title VI projects. Title IIB, the title which serves the greatest number of handicapped individuals, also had the highest handicapped entered employment rate. During the first half of FY'80, 308 handicapped participants terminated positively. While the handicapped positive termination rate for all titles was slightly below the rate for total participants, in two titles the handicapped rate was higher. The positive termination rate in Title IID was 70.1%; in Title VI projects it was 53.3%.

In summary, the prime sponsor serves handicapped persons at rates higher than the national and regional averages. In addition, the outcomes which are achieved by the handicapped are quite similar to those achieved by all participants.

Prime Sponsor Service to Handicapped - 2nd Quarter FY'80

	IIB	IID	YETP	VI P	VI S	TOTAL
Number of handicapped served	944	364	196	278	161	1,943
Handicapped as % of total served	12.3%	8.6%	9.2%	7.6%	5.0%	9.3%
Number of handicapped intertitle transfers	11	38	6	15	8	78
Handicapped transfer rate	4.4%	32.5%	15.0%	16.3%	21.1%	14.6%
Total transfer rate	7.9%	21.0%	18.7%	24.1%	19.1%	16.4%
Number of handicapped title terms	249	117	40	92	38	536
Handicapped as a % of title terms	11.1%	10.5%	9.0%	6.8%	3.9%	8.7%
Number of handicapped entering employ.	93	39	7	31	8	178
Handicapped entered employment rate	37.3%	33.3%	17.5%	33.7%	21.1%	33.2%
Total entered employment rate	40.5%	43.0%	25.2%	26.6%	37.5%	36.3%
Number of handicapped positive terms	146	82	14	49	17	308
Handicapped positive termination rate	58.6%	70.1%	35.0%	53.3%	44.7%	57.5%
Total positive termination rate	59.8%	66.2%	58.7%	52.6%	58.3%	59.0%

2.d. Rate of Positive Termination for Each Institutional Training Contract

A chart containing the positive termination rate for each institutional training contract follows. The contracts are organized by three digit Dictionary of Occupational Titles Code and by subgrantee. The chart covers all financial agreements for the period of October, 1979 through April 1980.

For each contract there are data which show:

- (1) Total persons served through the contract since October 1, 1979.
- (2) Total persons who were served during FY'80 and who are no longer engaged in the training covered by the agreement.
- (3) The number of people leaving the title from the activity covered by the contract (this number may be smaller than the number who leave the contract because this figure does not include those who transfer to another activity within the same title as the contract.
- (4) Number of persons who transfer to another title from the contract.
- (5) Number of persons entering employment after being served through the contract.
- (6) Number of persons who terminate as "other positive" from the contract.
- (7) The number of other (or negative) terminations.

The sum of the figures in items 4, 5, 6, and 7 equals the number of persons in item 3, those who terminate from the title.

In the last column, the positive termination rate is provided, a rate computed using the Department of Labor definition. The rate is:

number	+	number of		number of
entering employment		other positive	+	intertitle
		terminations		transfers
<hr/>				
number who terminate from the title				

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
001 Architectural Occupa- tions	180	83	77	4	52	2	19	75.3%
Chelsea/Burdett College	16	8	8	0	8	0	0	100.0%
Chelsea/Jobs, Inc.	4	0	0					N/A
Greenfield/Jobs, Inc.	5	5	5	0	4	0	1	80.0%
Greenfield/Suede	5	5	5	0	1	0	4	20.0%
Greenfield/Jobs, Inc.	4	3	3	0	2	1	0	100.0%
Hopedale/Jobs, Inc.	1	0	0					N/A
Lawrence/Boston Architectural School	2	2	2	0	2	0	0	100.0%
Lawrence	4	1	0					N/A
Marlborough/Assabet Valley Regional Voca- tional School	10	0	0					N/A
Marlborough/Project Cope	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Marlborough/Second Wind	9	0	0					N/A
Medford/Burdett College	5	5	5	1	4	0	0	100.0%
Medford	4	1	1	0	1	0	0	100.0%
Medford/Jobs, Inc.	2	1	1	0	1	0	0	100.0%
Medford/Jobs, Inc.	6	3	3	1	1	0	1	66.7%
Medford/Northeast Institute of Industry	1	0	0					N/A
Medford/Franklin	1	0	0					N/A
Medford/Project Cope	4	1	1	0	1	0	0	100.0%
Netwon	30	12	8	0	5	0	3	62.5%
Northampton/Jobs, Inc.	7	3	3	0	3	0	0	100.0%
Northampton/Jobs, Inc.	10	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Northampton/Jobs, Inc.	5	5	4	0	2	1	1	75.0%
Northampton/Suede	8	6	6	0	2	0	4	33.3%
Norwood/	7	4	4	0	2	0	2	50.0%
Norwood/Project Cope	1	1	1	0	1	0	0	100.0%
Norwood/Tech-Age	1	1	1	0	1	0	0	100.0%
Norwood/Burdett School	4	2	2	0	1	0	1	50.0%
Plymouth/Jobs, Inc.	1	1	1	0	1	0	0	100.0%
Quincy/Jobs, Inc.	12	9	9	2	6	0	1	88.9%
Southbridge/Jobs, Inc.	1	1	1	0	1	0	0	100.0%
Taunton/Jobs, Inc.	3	1	1	0	1	0	0	100.0%
Taunton/Jobs, Inc.	1	1	1	0	1	0	0	100.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Taunton/	4	0	0					N/A
Yarmouth/Kluyon Campbell	1	1	1	0	0	0	1	0.0
002 Aeronautical Engineer- ing Occupations	46	19	18	1	15	1	1	94.4%
Chelsea/Burdett College	16	8	8	0	8	0	0	100.0%
Greenfield/Jobs, Inc.	4	3	3	1	2	0	0	100.0%
Lawrence/Lawrence Sub- grantee	2	0	0					N/A
Marlborough/Project Cope	8	0	0					N/A
Medford/East Coast Aero Tech	1	0	0					N/A
Northampton/R.I. Trade Shop	7	3	3	0	3	0	0	100.0%
Northampton/Jobs, Inc.	5	5	4	0	2	1	1	75.0%
Southbridge/Behavioral Science Associates	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Yarmouth/Sylvania Tech.	1	0	0					N/A
Yarmouth/Kinyon Campbell	1	0	0					N/A
003 Electrical/Electronics Engineering Occupations	114	54	54	2	45	0	7	87.0%
Chelsea/Sylvania Technical School	3	3	3	0	3	0	0	100.0%
Chelsea/Sylvania Technical School	5	4	4	0	2	0	2	50.0%
Chelsea/Northeast Institute	3	1	1	0	0	0	1	0.0%
Chelsea/Control Data	6	6	6	0	6	0	0	100.0%
Lawrence/Xerox	20	0	0					N/A
Lawrence/Wang Laboratory	15	10	10	0	8	0	2	80.0%
Lawrence/Adult Action	5	2	2	0	2	0	0	100.0%
Marlborough/West Suburban Branch YWCA	14	1	1	0	0	0	1	0.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Medford/Northeast Institute of Industry Technology	2	2	2	0	2	0	0	100.0%
Medford/Sylvania Technical School	18	18	18	0	18	0	0	100.0%
Newton/Northeast Institute	5	1	1	0	0	0	1	0.0%
Newton/RETS School	1	0	0					N/A
Northampton/ Community Day	1	0	0					N/A
Plymouth/Sylvania Technical School	11	4	4	0	4	0	0	100.0%
Taunton/New Bedford Skills Center	1	1	1	1	0	0	0	100.0%
Taunton/Bristol Community College	1	0	0					N/A
Taunton/RISE	1	1	1	1	0	0	0	100.0%
Yarmouth/Kinyon Campbell	1	0	0					N/A
Yarmouth/Wentworth Institute	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
004 Architecture, Engineer- ing and Surveying	8	0	0					N/A
Medford/735 Inc.	5	0	0					N/A
Plymouth/Sylvania Technical School	2	0	0					N/A
Yarmouth/Kinyon Campbell	1	0	0					N/A
005 Civil Engineering Operations	3	2	2	1	0	0	1	50.0%
Norwood/Tri County Regional Voc. School	2	2	2	1	0	0	1	50.0%
Yarmouth/Kinyon Campbell	1	0	0					N/A
006 Ceramic Engineering Occupations	13	1	1	0	1	0	0	100.0%
Lawrence/Lawrence Subgrantee	12	1	1	0	1	0	0	100.0%
Yarmouth/Kinyon Campbell	1	0	0					N/A
007 Mechanical Engineering Occupations	54	14	13	1	6	0	6	53.8%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Chelsea/Bolt, Braneck and Newman	8	4	4	0	4	0	0	100.0%
Chelsea/Somerville Employment Center	1	1	1	0	0	0	1	0.0%
Lawrence/N.E.C.C.O.	11	0	0					N/A
Lawrence/West Corp	18	5	5	0	2	0	3	40.0%
Medford/Assoc. Tech. Inc.	2	0	0					N/A
Medford/Cambridge Institute for Computer Programming	1	0	0					N/A
Medford/Northeast Institute for Industry	2	0	0					N/A
Norwood/Hall Institute	1	0	0					N/A
Norwood/Control Data	6	0	0					N/A
Plymouth/Somerville Employment Center	2	2	2	0	0	0	2	0.0%
Taunton/Hall Institute	1	1	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Taunton/Blake Computer	1	1	1	1	0	0	0	100.0%
008 Chemical Engineering Occupations	11	6	6	2	4	0	0	100.0%
Chelsea/Bolt, Braneck, and Newman	8	4	4	0	4	0	0	100.0%
Lawrence/Lawrence Subgrantee	1	0	0					N/A
Taunton/Hall Institute	2	2	2	2	0	0	0	100.0%
009 Architecture, Engineer- ing and Surveying	17	0	0					N/A
Chelsea/Center for Computer Education	2	0	0					N/A
Marlborough/	8	0	0					N/A
Marlborough/	1	0	0					N/A
Northampton/Northampton Subgrantee	6	0	0					N/A
010 Mining and Petroleum Engineering Occupations	3	2	2	1	1	0	0	100.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Medford/	3	2	2	1	1	0	0	100.0%
011 Metallurgy/Metallurgi- cal Engineering Occupations	9	5	5	0	1	0	4	20.0%
Newton	9	5	5	0	1	0	4	20.0%
012 Industrial Engineering Occupations	17	15	10	0	4	2	4	60.0%
Lawrence/North Bennett	1	1	1	0	0	0	1	0.0%
Lawrence/Northeast Institute	1	0	0					N/A
Northampton/	15	14	9	0	4	2	3	66.7%
013 Agricultural/Engineer- ing Occupations	2	2	2	0	2	0	0	100.0%
Norwood	1	1	1	0	1	0	0	100.0%
Taunton	1	1	1	0	1	0	0	100.0%
015 Nuclear Engineering Occupations	14	5	5	0	1	0	4	20.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Lawrence/Essex County Sheriff's Department	14	5	5	0	1	0	4	20.0%
017 Drafters, Etc.	30	7	5	0	2	0	3	40.0%
Chelsea/Northeast Institute	1	0	0					N/A
Gardner/Monty Tech.	1	0	0					N/A
Lawrence/Lawrence General Hospital Rehab.	1	1	0	0	0	0	1	0.0%
Marlborough/ITT Technical Institute	1	0	0					N/A
Marlborough/Assabet	9	0	0					N/A
Newton/Northeast In- stitute of Industrial Technology	2	2	2	0	2	0	0	100.0%
Norwood/Hall Institute	1	1	1	0	0	0	1	0.0%
Plymouth/Northeast Institute	2	0	0					N/A
Plymouth/ITT Tech.	3	1	1	0	0	0	1	0.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Taunton/Hall Institute	8	2	0					N/A
Yarmouth/Northeast Institute	1	0	0					N/A
018 Surveying/Cartographic Occupations	11	4	4	0	3	0	1	75.0%
Norwood/Northeast Institute	5	1	1	0	0	0	1	0.0%
Norwood/Northeast Institute	5	2	2	0	2	0	0	100.0%
Taunton	1	1	1	0	1	0	0	100.0%
019 Architecture, Engineer- ing and Surveying	30	0	0					N/A
Gardner/Gardner Subgrantee	30	0	0					N/A
020 Occupations in Mathematics	115	39	36	10	21	2	3	91.7%
Chelsea/Sylvania Technical School	2	1	1	0	0	0	1	0.0%
Hopedale/Program Management and Design	6	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Lawrence/NECCO	15	1	1	0	1	0	0	100.0%
Marlboro/Marlborough Subgrantee	16	10	10	10	0	0	0	100.0%
Medford/Control Data Institute	4	4	4	0	4	0	0	100.0%
Medford/735, Inc.	8	5	3	0	3	0	0	100.0%
Newton/Newbury Jr. College	1	0	0					N/A
Newton/Bolt, Beranek and Newman	9	6	6	0	6	0	0	100.0%
Newton/Control Data Institute	2	0	0					N/A
Newton/Program Manage- ment and Design	11	1	1	0	0	0	1	0.0%
Newton/Control Data Inc.	1	0	0					N/A
Newton/Boston College	1	1	1	0	1	0	0	100.0%
Norwood/Program Manage- ment and Design	5	1	1	0	1	0	0	100.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Norwood/Control Data Institute	4	2	2	0	1	1	0	100.0%
Norwood/Control Data Institute	1	1	0					N/A
Plymouth/Control Data Institute	2	1	1	0	1	0	0	100.0%
Quincy/Bolt, Beranek and Newman	7	1	1	0	0	0	1	0.0%
Quincy/Program Manage- ment and Design	15	0	0					N/A
Taunton/Johnson and Wales	1	0	0					N/A
Taunton/Bristol - Plymouth Regional	2	1	1	0	1	0	0	100.0%
Yarmouth	3	3	3	0	2	1	0	100.0%
021 Occupations in Astronomy	8	5	5	0	4	0	1	80.0%
Norwood/Control Data	7	5	5	0	4	0	1	80.0%
Norwood/Dean Jr. College	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
022 Occupations in Chemistry	1	0	0					N/A
Lawrence/NECCO	1	0	0					N/A
Occupations in Mathe- matics and Physical Sciences	2	1	0					N/A
Newton/Newbury Jr. College	1	0	0					N/A
Southbridge/Worcester State College	1	1	0					N/A
041 Occupations in the Biological Sciences	1	1	1	0	0	0	1	0.0%
Plymouth/Massasoit Community College	1	1	1	0	0	0	1	0.0%
049 Occupations in the Life Sciences	1	1	1	0	1	0	0	100.0%
Taunton/Allied Health Service Institute	1	1	1	0	1	0	0	100.0%
052 Occupations in History	1	1	1	0	0	0	1	0.0%
Southbridge/Harvard School of Design	1	1	1	0	0	0	1	0.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
054 Occupations in Sociology	3	1	1	0	1	0	0	100.0%
Medford/Middlesex Community College	1	0	0					N/A
Southbridge/Worcester State College	1	0	0					N/A
Taunton/Bristol Community College	1	1	1	0	1	0	0	100.0%
059 Occupations in Social Sciences, N.E.C.	6	0	0					N/A
Plymouth/Massasoit Community College	6	0	0					N/A
070 Physicians and Surgeons	24	16	14	0	6	7	1	92.9%
Chelsea/Mass. Soldier's Home School (Practical Nursing)	1	0	0					N/A
Marlborough/Framingham Day Hospital	6	0	0					N/A
Medford/Stanley Kaplan Education Center	1	0	0					N/A
Newton/Kaplan Educa- tional Center	3	3	1	0	1	0	0	100.0%

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Yarmouth/SMU	13	13	13	0	5	7	1	92.0%
072 Occupations in Dentistry	2	0	0					N/A
Chelsea/Boston University	1	0	0					N/A
Marlborough/Henry M. Goldman School of Dentistry	1	0	0					N/A
074 Pharmacists	2	0	0					N/A
Norwood/SE Regional Tech	1	0	0					N/A
Taunton/Rhode Island Junior College	1	0	0					N/A
075 Registered Nurses	24	12	11	0	6	0	5	54.6%
Chelsea/Appleton	4	4	4	0	2	0	2	50.0%
Marlborough/Assabet Vocational Tech School	2	0	0					N/A
Medford/Youville Hospital	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Medford/Shepard-Gill School of Practical Nursing	1	0	0					N/A
Medford	2	2	2	0	1	0	1	50.0%
Newton/Shattuck Hospital	1	1	1	0	1	0	0	100.0%
Newton/Youville Hospital	3	0	0					N/A
Newton/Stanley Kaplan	1	1	0					N/A
Norwood/Newton- Wellesley Hosp. School	1	0	0					N/A
Norwood/Bryman School	1	1	1	0	1	0	0	100.0%
Plymouth/Shepard Gill School of Nursing	1	1	1	0	0	0	1	0.0%
Plymouth/Youville Hospital School	2	1	1	0	0	0	1	0.0%
Southbridge/McCann, RN Hale Fanning	1	0	0					N/A
Taunton/Newbury Jr. College	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Taunton/New Bedford Skills Center	1	1	1	0	1	0	0	100.0%
Taunton/Massasoit Community College	1	0	0					N/A
076 Therapists	3	1	1	0	1	0	0	100.0%
Taunton/Bristol Community College	2	0	0					N/A
Taunton/Bristol Plymouth Regional High School	1	1	1	0	1	0	0	100.0%
077 Dietitians	1	1	1	0	1	0	0	100.0%
Taunton/Laboure Jr. College	1	1	1	0	1	0	0	100.0%
078 Medical/Dental Technology	24	5	5	1	3	0	1	80.0%
Marlborough/Bryman Schools, Inc.	1	0	0					N/A
Marlborough/Mass. Bay Community College	1	1	1	1	0	0	0	100.0%
Marlborough/Newbury Jr. College	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Medford/Boston University	3	0	0					N/A
Medford/Northeastern University	1	0	0					N/A
Medford/Northeastern University	1	0	0					N/A
Medford/Northeastern University	1	0	0					N/A
Medford/Youville Hospital School	1	1	1	0	1	0	0	100.0%
Medford/Dimock Community Health Center	1	0	0					N/A
Medford/Bryman Schools, Inc.	4	1	1	0	1	0	0	100.0%
Norwood/Northeastern University	1	1	1	0	0	0	1	0.0%
Plymouth/Fisher Jr. College	1	0	0					N/A
Plymouth/Hanson Taxi	2	0	0					N/A
Plymouth/Bryman Schools Inc.	3	0	0					N/A

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Taunton/Northeastern University	1	0	0					N/A
Taunton/Northeastern University	1	1	1	0	1	0	0	100.0%
079 Occupations in Medicine and Health	28	3	2	0	0	0	2	0.0%
Chelsea/Bryman Schools	1	0	0					N/A
Gardner/Lowell Regional Vocational Tech	1	0	0					N/A
Gardner/Monty Tech	1	0	0					N/A
Medford/Northeastern University	2	1	1	0	0	0	1	0.0%
Medford/Massachusetts General Hospital	2	0	0					N/A
Medford/Youville Hospital	2	0	0					N/A
Medford/Stanley Kaplan Education Center	1	0	0					N/A
Medford/Fisher Jr. College	1	0	0					N/A

OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Newton /Bay State Jr. College	1	0	0					N/A
Newton/Stamley Kaplan Education Center	7	0	0					N/A
Norwood/Northeastern University	1	0	0					N/A
Plymouth/Bryman School	1	0	0					N/A
Plymouth/Bay State Jr. College	1	0	0					N/A
Taunton/Bristol- Plymouth Regional	1	0	0					N/A
Taunton/Newbury Jr. College	1	0	0					N/A
Taunton/Diman Regional Tech	1	0	0					N/A
Taunton/Johnson and Wales	2	1	0					N/A
Taunton/Sawyer School	1	1	1	0	0	0	1	0.0%
091 Occupations in Secondary School Education	2	0	0					N/A

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Lawrence/Greater Lawrence Regional Voc. Tech. High School	2	0	0					N/A
094 Occupations in the Education of the Handicapped	2	0	0					N/A
Lawrence/LGH/DR3	1	0	0					N/A
Medford/Newbury Jr. College	1	0	0					N/A
095 Occupations in Educa- tions	2	2	2	0	0	0	2	0.0%
Plymouth/New England Tractor Trailer	1	1	1	0	0	0	1	0.0%
Yarmouth/Cape Cod Community College	1	1	1	0	0	0	1	0.0%
097 Occupations in Voca- tional Education N.E.C.	5	0	0					N/A
Lawrence/NECCO	5	0	0					N/A
098 Occupations in Education	3	1	1	0	0	0	1	0.0%
Lawrence/NECCO	3	1	1	0	0	0	1	0.0%

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099 Occupations in Education N.E.C.	20	2	2	0	1	0	1	50.0%
Medford/Women's Enter- prises	18	0	0					N/A
Newton/Northeastern University	1	1	1	0	1	0	0	100.0%
Plymouth/Bridgewater State College	1	1	1	0	0	0	1	0.0%
118 Occupations in Law and Jurisprudence	2	0	1					N/A
Lawrence/Lawrence General Hosp. Rehab.	2	0	0					N/A
119 Occupations in Law and Jurisprudence, N.E.C.	7	3	3	0	0	0	3	0.0%
Lawrence/Lawrence General Hosp. Rehab.	7	3	3	0	0	0	3	0.0%
137 Interpreters and Translators	1	0	0					N/A
Lawrence/N.E.C.C.O	1	0	0					N/A
141 Commercial Artists, Graphic Arts	1	0	0					N/A

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Medford/Medford Sub- grantee	1	0	0					N/A
143 Occupations In Photo- graphy	1	0	0					N/A
Northampton/Stam Sherer	1	0	0					N/A
156 Occupations in Enter- tainment and Recreation	6	2	2	0	1	0	1	50.0%
Marlborough/Marlborough Subgrantee	6	2	2	0	1	0	1	50.0%
160 Accountant and Auditors	14	5	5	0	3	0	2	60.0%
Chelsea/Bunker Hill Community College	1	0	0					N/A
Newton/S. C. E. D. C.	1	1	1	0	1	0	0	100.0%
Norwood/Tech - Age	1	1	1	0	1	0	0	100.0%
Plymouth/Kinyon - Campbell	1	0	0					N/A
Quincy/Burdette	1	1	1	0	1	0	0	100.0%

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Taunton/Kinyon Campbell	3	0	0					N/A
Johnson and Wales	1	0	0					N/A
Yarmouth/Kinyon Campbell	5	2	2	0	0	0	2	0.0%
161 Budget & Management Systems Analysis Occup.	1	0	0					N/A
Yarmouth/Module, Inc.	1	0	0					N/A
162 Purchasing Management Occupations	1	0	0					N/A
Lawrence/N.E.C.C.O.	1	0	0					N/A
163 Sales and Distribution Management Occupations	9	5	5	0	2	1	2	60.0%
Northampton/I.C.E.	9	5	5	0	2	1	2	60.0%
Occupations in Administrative Occups. N.E.C.	1	0	0					N/A
Plymouth/Quincy Jr. College	1	0	0					N/A

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188 Public Administration Manager	1	0	0					N/A
Taunton/Fisher Jr. College	1	0	0					N/A
189 Miscellaneous Managers, N.E.C.	22	14	10	0	3	0	7	30.0%
Newton/Mass. Assoc. of Nutritional	1	1	1	0	0	0	1	0.0%
Norwood/Hickox School	7	0	0					N/A
Plymouth/Fisher Jr. College	14	13	9	0	3	0	6	33.3%
193 Radio Operators	1	0	0					N/A
Lawrence/N.E. Broadcasting	1	0	0					N/A
195 Occupations in social and Welfare Work	3	2	2	0	2	0	0	100.0%
Newton/Allied Tractor- Trailer School	3	2	2	0	2	0	0	100.0%
196 Airplane Pilots and Navigators	2	0	0					N/A
Norwood/East Cost Aero Tech.	2	0	0					N/A

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Miscellaneous Pro- fessional, technical & Managerial Occups. NEC	26	12	12	0	7	1	4	66.7%
Gardner/Gardner	25	12	12	0	7	1	4	66.7%
Marlborough/Mass. Bay Community College	1	0	0					N/A
200 Stenography, Typing, filing & Related Occups	2	0	0					N/A
Marlborough/Marlborough CETA	2	0	0					N/A
201 Secretaries	83	46	35	5	10	0	20	42.9%
Gardner/Gardner Sub- grantee	32	25	15	5	5	0	5	66.7%
Greenfield/Greenfield Community College	2	0	0					N/A
Lawrence/Andover Jr. College	1	0	0					N/A
Medford/Mass. Associa- tion for the Blind	1	0	0					N/A
Newton/Dimock Community Health Center	1	1	1	0	1	0	0	100.0%

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Norwood/Burdette School	1	0	0					N/A
Norwood/Hickox School	2	0	0					N/A
Norwood/Sawyer School	1	0	0					N/A
Somerville CETA	1	1	1	0	0	0	1	0.0%
Massasoit C.C.	1	1	1	0	0	0	1	0.0%
Sawyer School	1	0	0					N/A
Plymouth/The Hickox School	1	1	1	0	0	0	1	0.0%
The Hickox School	1	0	0					N/A
Fisher Jr. College	5	4	4	0	1	0	3	25.0%
Plymouth - Carver	4	4	4	0	2	0	2	50.0%
Southbridge/Southbridge Subgrantee	14	4	3	0	0	0	3	0.0%

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201	Southbridge/Becker Jr. College	1	0	0					N/A
	Taunton/Sawyer School	2	1	1	0	1	0	0	100.0%
	Kinyon Campbell	1	0	0					N/A
	Sawyer Business School	1	0	0					N/A
	Kinyon Campbell	2	0	0					N/A
	Sawyer School	5	3	3	0	0	0	3	0.0%
	Yarmouth/Kinyon Campbell	1	0	0					N/A
	Kinyon Campbell	1	1	1	0	0	0	1	0.0%
202	Stenographers	13	4	3	0	2	0	1	66.7%

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202	Chelsea/Bay State Jr. College	1	0	0					N/A
	Lawrence/Lawrence General Hospital Rehab.	2	0	0					N/A
	Medford/Bay State Jr. College	1	0	0					N/A
	Touch Shorthand Academy	1	1	1	0	1	0	0	100.0%
	Norwood/Hickox School	6	3	2	0	1	0	1	50.0%
	Plymouth/Bay State Jr. College	1	0	0					N/A
203	Yarmouth/Bay State Jr. College	1	0	0					N/A
	Typists & Typewriting Machine Operators	38	9	9	0	4	2	3	66.7%
	Lawrence/N.E.C.C.O.	8	1	1	0	1	0	0	100.0%
	Norwood/Program Mgmt & Design	1	0	0					N/A

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203	Katherine Gibbs School	1	0	0					N/A
	Quincy/Program Mgmt. & Design	20	0	0					N/A
	Southbridge/Southbridge Subgrantee	8	8	8	0	3	2	3	62.5%
204	Stenograph Filing	7	0	0					N/A
	Lawrence/Lawrence General Hospital Rehab	7	0	0					N/A
206	File Clerks	7	2	2	0	1	0	1	50.0%
	Lawrence/Lawrence General Hospital Rehab	7	2	2	0	1	0	1	50.0%
207	Duplicating Machine Operators	14	0	0					N/A

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207	Medford/Medford Subgrantee	14	0	0					N/A
	Mailing & Miscellaneous Office Machine operators	25	5	5	0	4	0	1	80.0%
208	Marlborough/Marlborough Subgrantee	24	5	5	0	4	0	1	80.0%
	Southbridge/Dudley Hall	1	0	0					N/A
	Stenography & Related occupations, N.E.C.	476	196	146	15	89	7	35	76.0%
209	Chelsea/Chelsea Subgrantee	44	3	2	0	0	0	2	0.0%
	Chelsea Subgrantee	13	10	10	2	5	0	3	70.0%
	Gardner/Gardner Subgrantee	55	21	6	1	1	0	4	33.3%
	Lawrence/Lawrence Subgrantee	13	1	1	0	1	0	0	100.0%

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209	1	1	1	0	0	0	1	0.0%
Lawrence								
Lawrence Subgrantee	12	2	2	0	2	0	0	100.0%
N.E.C.C.O.	4	0	0					N/A
Marlborough/Marlborough Subgrantee	14	3	3	0	1	1	1	66.7%
Marlborough Subgrantee	18	6	6	0	1	0	5	16.7%
Newton/Project Scale	1	0	0					N/A
Newbury Jr. College	2	0	0					N/A
Northampton/Northampton Subgrantee	14	14	10	1	8	0	1	90.0%
Taunton/Taunton Subgrantee	14	0	0					N/A
Yarmouth/Yarmouth Subgrantee	6	3	3	0	0	2	1	66.7%
Kinyon Campbell	4	1	1	0	0	0	1	0.0%

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209	Medford/Medford Subgrantee	127	61	42	8	27	3	4	90.5%
	Tech-Age Business School	20	14	14	0	13	1	0	100.0%
	Newton/Newton Subgrantee	11	1	0					N/A
	Newton Subgrantee	11	4	3	0	2	0	1	66.7%
	Project Scale	1	0	0					N/A
	Northampton/Northampton Subgrantee	17	6	3	0	3	0	0	100.0%
	Norwood/Bryman School	2	0	0					N/A
	Quincy/Quincy Subgrantee	21	1	1	0	0	0	1	0.0%
	Quincy Subgrantee	27	25	25	0	21	0	4	84.0%
	Southbridge/Southbridge Subgrantee	10	9	4	0	2	0	2	50.0%
	Taunton/Taunton Subgrantee	14	10	9	3	2	0	4	55.6%

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210	Bookkeepers & Bookkeep- ing - Machine Operators	31	9	6	0	5	1	0	100.0%
	Marlborough/Marlborough Subgrantee	5	0	0					N/A
	Medford/Somerville CETA	5	0	0					N/A
	Northampton/Northampton Subgrantee	14	4	4	0	3	1	0	100.0%
	Northampton Subgrantee	5	5	2	0	2	0	0	100.0%
	Taunton/Johnson & Wales	1	0	0					N/A
	Yarmouth/Kinyon Campbell	1	0	0					N/A
213	Electronic Data Processors	85	51	50	2	41	1	7	88.0%
	Gardner/Gardner Subgrantee	26	14	13	0	11	0	3	84.6%

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213	Gardner Subgrantee	10	10	10	1	6	1	2	80.0%
	Hopedale/Marlborough Subgrantee	1	1	1	1	0	0	0	100.0%
	Hopedale Subgrantee	29	21	21	0	20	0	1	95.2%
	Marlborough/Marlborough Subgrantee	12	3	3	0	2	0	1	66.7%
	Plymouth/Program Mgmt. & Design	1	1	1	0	1	0	0	100.0%
	Taunton	6	1	1	0	1	0	0	100.0%
	Accounting & Statistical Clerks	1	0	0					N/A
216	Newton/Control Data Institute	1	0	0					N/A
219	Computing Occupations n.e.c.	20	1	1	0	0	1	0	100.0%

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219	Gardner/Mt. Wachusett Community College	4	1	0	0	1	0	100.0%
	Hopedale/Hopedale Subgrantee	16	0					N/A
221	Production Clerks	44	1	0	0	0	1	0.0%
	Plymouth/Project COPE	44	1	0	0	0	1	0.0%
	Government Service Clerks, n.e.c.	1	0					N/A
243	Norwood/Mass Bay Community College	1	0					N/A
252	Sales, occupations, Transportation	1	1	0	1	0	0	100.0%
	Newton/Travel Education Center	1	1	0	1	0	0	100.0%

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253	Sales Occupations Utilities	1	0	0					N/A
	Marlborough/Northeast Broadcasting School	1	0	0					N/A
	Sales Occupations, Business & Commercial Equipment	1	0	0					N/A
275	Lawrence/Lawrence General Hospital Rehab.	1	0	0					N/A
305	Cooks, Domestic	2	0	0					N/A
	Lawrence/Correctional Alternative Center	2	0	0					N/A
311	Waiters related Food Service occupations Lawrence P.C.H.	1	0	0					N/A
		1	0	0					N/A
313	Chefs & Cooks, Hotels & Restaurants	41	23	19	0	15	0	6	78.9%
	Medford/Cambridge E.O.C.	1	0	0					N/A

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313	Newton/Northeastern University	1	0	0					N/A
	Norwood/Quincy Subgrantee	1	0	0					N/A
	Plymouth/Johnson & Wales	1	0	0					N/A
	Johnson & Wales	1	0	0					N/A
	Quincy/Quincy Subgrantee	4	0	0					N/A
	Quincy Subgrantee	19	12	12	0	7	0	5	58.3%
	Southbridge/Southbridge Subgrantee	9	9	7	0	7	0	0	100.0%
	Taunton/New Bedford Skills Center	2	1	0	0	0	0	1	0.0%
	Taunton Subgrantee	1	0	0					N/A
	Yarmouth/New Bedford Skills Center	1	1	0	0	1	0	0	100.0%
315	Miscellaneous Cooks, except Domestic	68	11	10	0	5	0	5	50.0%

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315	47	0	0					N/A
	Chelsea/Bunker Hill Community College							
	2	2	2	0	1	0	1	50.0%
	Gardner/Gardner Subgrantee							
	19	9	8	0	4	0	4	50.0%
	Southbridge/Southbridge Subgrantee							
319	1	0	0					N/A
	Food & Beverage service Occupations, n.e.c.							
	1	0	0					N/A
	Northampton/Hampden Skills Center							
323	1	0	0					N/A
	Housecleaners, hotels							
	1	0	0					N/A
	Plymouth/Norfolk County Hospital							
330	8	1	1	0	1	0	0	100.0%
	Barbers							

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330	Gardner/Broms Barber	3	0	0					N/A
	Medford/New-Style Barber	1	0	0					N/A
	New Style Barber	1	1	1	0	1	0	0	100.0%
	Quincy/Mass. School of Barbering	1	0						N/A
	Yarmouth/Mass. School of Barbering	1	0	0					N/A
	Yarmouth Mass. School of Barbering	1	0	0					N/A
	Mass. Shool of Barbering	1	0	0					N/A
332	Hairdressers & Cosmetologists	17	5	5	0	4	0	1	80.0%
	Gardner/Henri's School of Hairdressers	2	0	0					N/A
	Lawrence/Lawrence Subgrantee	1	0	0					N/A

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332	1	0	0					N/A
Solaris School of Hair Design								
Medford	1	0	0					N/A
Newton/Eleanor Roberts Institute	1	1	1	0	1	0	0	100.0%
Northampton/Mansfield Beauty Academy	1	0	0					N/A
Broms Academy	2	1	1	0	1	0	0	100.0%
Norwood/Debonair Academy of Beauty Culture	1	0	0					N/A
Plymouth/Mansfield Beauty Academy	1	0	0					N/A
Mansfield Beauty Academy	1	0	0					N/A
Debonair Academy of Beauty Culture	1	1	1	0	1	0	0	100.0%
Quincy Beauty Academy	1	0	0					N/A
Dale Academy	1	1	1	0	0	0	1	0.0%

		NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
332	Yarmouth/Labaron Inc.	1	0	0					N/A
	Labaron, Inc.	1	1	1	0	1	0	0	100.0%
339	Barbering & Cosmetology n.e.c.	5	1	1	0	0	0	1	0.0%
	Lawrence/Fazio Institute	3	0	0					N/A
	Southbridge/Broms Barber School	1	1	1	0	0	0	1	0.0%
	Yarmouth/Labaron	1	0	0					N/A
352	Hosts, Hostesses n.e.c.	1	0	0					N/A
	Chelsea/Dulton Flying School	1	0	0					N/A

	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
355	Attendants, Health Services	31	9	0	8	0	1	88.9%
	Chelsea/Chelsea Subgrantee	30	9	0	8	0	1	88.9%
	Hopedale/Allied Health Service	1	0					N/A
359	Miscellaneous Personal Service occupations n.e.c.	4	0					N/A
	Lawrence/Lawrence Subgrantee	4	0					N/A
412	Game Farming Occupations	3	0					N/A
	Marlborough/Sylvania Tech. School	2	0					N/A
	Norwood Franklin Institute	1	0					N/A

	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
418	Animal Service Occupations	1	0	0				N/A
	Chelsea/Pedigree Professional School	1	0					N/A
420	Miscellaneous Agriculture	2	1	0	1	0	0	100.0%
	Medford/Pedigree Professional School	2	1	0	1	0	0	100.0%
526	Cooking & Baking Occupations, n.e.c.	2	0					N/A
	Lawrence/Lawrence Subgrantee	2	0					N/A
600	Machinists & Related Occupations	125	62	12	33	2	15	75.8%
	Chelsea/Women in Machines	22	15	11	0	0	4	73.3%

	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
600	Marlborough/Assabet Reg. Voc. School	1	1	0	1	0	0	100.0%
	Minuteman Reg. Voc. School	0	0					N/A
	N. Bennett St. School	1	1	0	0	0	1	0.0%
	Northampton/Northampton Subgrantee	8	5	0	5	0	0	100.0%
	Northampton Subgrantee	5	5	0	5	0	0	100.0%
	Quincy/Quincy Subgrantee	17	17	0	15	1	1	94.1%
	Southbridge/Southbridge Subgrantee	5	4	0	3	0	1	75.0%
	Southbridge Subgrantee	9	8	0	2	1	5	37.5%
	Taunton/New Bedford Skills Center	4	3	0	1	0	2	33.3%
	New Bedford Skills Center	4	3	1	1	0	1	66.7%

	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
609	1	0	0					N/A
	1	0	0					N/A
620	67	50	49	1	12	3	33	32.7%
	4	1	1	0	1	0	0	100.0%
	5	4	4	0	3	0	1	75.0%
	1	0	0					N/A
	1	1	1	0	1	0	0	100.0%
	1	1	1	0	1	0	0	100.0%
	2	0	0					N/A
	2	0	0					N/A

		NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
620	Plymouth/ITT	1	0	0					N/A
	Plymouth Car	37	35	34	0	5	0	29	14.7%
	Taunton/New Bedford Skills Center	3	2	2	0	1	0	1	50.0%
	R.I. Trade Shop	2	0	0					N/A
	R.I. Trade Shops School	3	1	1	0	0	0	1	0.0%
	New Bedford Skills Center	2	2	2	1	0	0	1	50.0%
	Yarmouth/Yarmouth Subgrantee	3	3	3	0	0	3	0	100.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
621 Aircraft mechanics and repairs	6	4	4	2	2	0	0	100.0%
Lawrence/Lawrence General Hospital Rehab.	1	0	0					N/A
Newton/East Cost Area Tech	1	0	0					N/A
Norwood/R. I. Trade Shops School	4	4	4	2	2	0	0	100.0%
629 Special industry machinery mechanics	20	0	0					N/A
Medford/Automation Unlimited	20	0	0					N/A
631 Powerplant mechanics and repairs	1	1	1	0	1	0	0	100.0%
Medford/N.E. Institute of Technology	1	1	1	0	1	0	0	100.0%
637 Utilities service repairs	8	5	5	0	1	1	3	40.0%
Chelsea/N.E. In- stitute of Tech.	3	2	2	0	1	0	1	50.0%
N.E. Institute of Technology	1	1	1	0	0	0	1	0.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Marlboro/N.E. Institute of Technology	1	0	0					N/A
Norwood/N.E. Institute Technology	2	2	2	0	0	1	1	50.0%
Yamouth/N.E. Institute of Technology	1	0	0					N/A
638 Miscellaneous occupa- tions in machine repair	19	11	11	0	11	0	0	100.0%
Marlborough/Marlborough Subgrantee	19	11	11	0	11	0	0	100.0%
639 Mechanics and machinery repairers, n.e.c.	1	0	0					N/A
668 Wood Machining Occupations	1	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
699 Miscellaneous machine trades occupa., n.e.c.	1	0	0					N/A
Lawrence/G.L.R.V.T.H. S.	1	0	0					N/A
706 Metal unit assemblers, n.e.c.	8	3	3	0	3	0	0	100.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Marlborough/Marlborough Subgrantee	8	3	3	0	3	0	0	100.0%
719 Occupations in fab. & repair of scientific & medical products, n.e.c.	1	0	0					N/A
Lawrence/Essex Photo.	1	0	0					N/A
720 Occupations in assembly and repair of motors	1	0	0					N/A
Yamouth/Sylvania Tech.	1	0	0					N/A
722 Occupations in assembly of communications equip.	33	2	1	0	1	0	0	100.0%
Norwood/Sylvania Tech	30	1	0					N/A
Sylvania Tech	1	0	0					N/A
Plymouth/Sylvania Tech.	2	1	1	0	1	0	0	100.0%
723 Occupations in assembly of electrical appli Marlborough/Control Data Institute	24	7	7	0	7	0	0	100.0%
	3	1	1	0	1	0	0	100.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Norwood/Sylvania Tech	21	6	6	0	6	0	0	100.0%
726 Occupations in assembly and repair of elec. ap.	56	9	8	0	6	0	2	75.0%
Gardner/Control Data	1	0	0					N/A
Lawrence/Lawrence Subgrantee	25	3	3	0	2	0	1	66.7%
Lawrence General Hospital Rehab.	2	0	0					N/A
Lawrence SWTP	20	3	3	0	2	0	1	66.7%
Medford/Sylvania Tech.	6	1	0	0	0	0	0	N/A
Somerville Employment Center	1	1	1	0	1	0	0	100.0%
Yarmouth/New Bedford Regional Jobs	1	1	1	0	1	0	0	100.0%
728 Occupations in fabri- cation of elec. wire	1	0	0					N/A
Lawrence/Lawrence General Hosp. Rehab.	1	0	0					N/A

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
729 Occupations in assembly and repair of elec. eq. m.e.c.	1	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
782 Hand sewers and related occupations, m.e.c.	1	0	0					N/A
Northampton/Lamb to Locom Occupations in fabri-	1	0	0					N/A
784 cation of hats & related products	2	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	2	0	0					N/A
792 Bench work occupation, m.e.c.	1	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
805 Boilermakers	1	0	0					N/A
Medford/Peterson School of Steam Engin.	1	0	0					N/A
806 Transportation equip- ment assemblers	5	3	0					N/A
Yarmouth/Yarmouth Subgrantee	5	3	0					N/A

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
807 Body Workers, trans- portation	17	4	4	0	0	2	2	50.0%
Yarmouth/Yarmouth Subgrantee	13	1	1	0	0	0	1	0.0%
Yarmouth Subgrantee	2	2	2	0	0	2	0	100.0%
Taunton/R. I. Trade Shops School	2	1	1	0	0	0	1	0.0%
810 Arc welders and cutters	3	0	0					N/A
Taunton/New Bedford Skills Center	2	0	0					N/A
New Bedford Skills Center	1	0	0					N/A
Welders, cutters, n.e.c.	2	0	0					N/A
Lawrence/GIACAC	2	0	0					N/A
823 Occupations in assembly repair of elec. equip.	4	2	2	0	2	0	0	100.0%
Chelsea/Sylvania Tech	2	2	2	0	2	0	0	100.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Yarmouth/Sylvania Tech	2	0	0					N/A
827 Occupations in assembly & repair of large appli	15	2	2	0	1	0	1	50.0%
Chelsea/N.E. Institute of Technology	2	2	2	0	1	0	1	50.0%
Medford/Northeast Institute	6	0	0					N/A
Norwood	6	0	0					N/A
N.E. Inst. Tech.	1	0	0					N/A
828 Occupations in fabrication & repair of elec. products	144	25	15	1	12	1	1	93.3%
Lawrence/GIACAC	23	0	0					N/A
Marlborough/Marlborough Subgrantee	14	0	0					N/A
Lawrence SWTP	20	7	6	0	6	0	0	100.0%
Medford/Sylvania Tech. School	33	3	2	1	1	0	0	100.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Program Mgmt. & Design Assoc.	28	3	3	0	3	0	0	100.0%
Newton/Sylvania Tech.	5	0	0					N/A
Norwood/Sylvania Tech N.E. Inst. Tech.	9 3	8 2	0 2	0	1	0	1	N/A 50.0%
Plymouth/Control Data	1	0	0					N/A
Elinor Robert- Electrology	1	0	0		1			N/A
Taunton/New Bedford Skills Center	2	2	2	0	1	1	0	100.0%
R. I. School of Electronics	2	0	0					N/A
Yamouth/Sylvania Tech.	2	0	0					N/A
N.E. Institute of Technology	1	0	0					N/A
Occupations in install- & repair of elect. pro n.e.c. Lawrence/Lawrence Subgrantee	22 11	8 0	5 0	0	1	3	1	80.0%
								N/A

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER- TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE- TERMINA- TION RATE
Yarmouth/Yarmouth Subgrantee	11	8	5	0	1	3	1	80.0%
849 Painting, plastering, related occupations, n.e.c.	7	6	6	0	1	4	1	83.3%
Gardner/Women in Construction	7	6	6	0	1	4	1	83.3%
860 Carpenters	2	1	1	0	1	0	0	100.0%
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
Yarmouth/New Bedford Skills Center	1	1	1	0	1	0	0	100.0%
869 Miscellaneous, con- struction, occup. n.e.c.	11	6	6	0	4	0	2	66.7%
Chelsea/Women in Construction	6	3	3	0	3	0	0	100.0%
Lawrence/Jobs, Inc.	1	0	0					N/A
Norwood/Jobs, Inc.	3	2	2	0	1	0	1	50.0%
Plymouth/New England Appliance Services	1	1	1	0	0	0	1	0.0%

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
899 Miscellaneous structural work occupa. n.e.c.	2	0	0					N/A
Lawrence/G.L.R.V.T.H.S.	1	0	0					N/A
Lawrence General Hospital Rehab.	1	0	0					N/A
904 Trailer-truck drivers	3	3	3	0	2	0	1	66.7%
Newton New England Tractor Trailer	1	1	1	0	1	0	0	100.0%
Newton/Allied Tractor-Trailer	1	1	1	0	0	0	1	0.0%
Taunton/Allied Tractor-Trailer	1	1	1	0	1	0	0	100.0%
Truck drivers, heavy	9	3	3	0	3	0	0	100.0%
905 Lawrence/New England Tractor-Trailer	8	3	3	0	3	0	0	100.0%
Plymouth/Andover Tractor-Trailer	1	0	0					N/A
906 Truck Drivers Light Northampton/Hampton Skills Center	1	0	0					N/A
	1	0	0					N/A

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
919 Lawrence/Travel Education Center	3	0	0					N/A
Lawrence/Lawrence Subgrantee	1	0	0					N/A
921 Hoisting and conveying occupations	3	1	1	0	0	0	1	0.0%
Lawrence/Lawrence General Hospt. Rehab.	3	1	1	0	0	0	1	0.0%
929 Packaging & materials handling occupa. n.e.c.	1	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
968 Amusement, recreation occupations, n.e.c.	1	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	1	0	0					N/A
969 Misc. amusement & recreation occu. n.e.c.	3	0	0					N/A
Lawrence/Lawrence General Hospt. Rehab.	3	0	0					N/A
970 Art work occupations, brush, spray, or pen	1	0	0					N/A

Occupational Area Subgrantee/Contractor	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANS- FERS	NUMBER ENTER- ING EMPLOY- MENT	NUMBER OTHER POSITIVE TERMINA- TIONS	NUMBER OTHER TERMINA- TIONS	POSITIVE TERMINA- TION RATE
Lawrence/Lawrence General Hospital Rehab	1	0	0					N/A
973 Hand composers typesetters & related occupations	8	1	1	0	1	0	0	100.0%
Lawrence/Lawrence Subgrantee	8	1	1	0	1	0	0	100.0%
979 Occupations in graphic art work, i.e.c.	10	0	0					N/A
Marlborough/Keefe	9	0	0					N/A
Northampton/Hampton Skills Center	1	0	0					N/A

Summarize by CETA title and part any major changes planned in activities, deliverers, or procedures for the program under the proposed Annual Plan, as a result of information on program performance in 2.b. and 2.c. above.

A very important change in Prime Sponsor monitoring procedures is illustrated by the information contained in section 2.b. and 2.c., sections which contain summary data describing service to the handicapped and the outcomes achieved by this group.

The Prime Sponsor's automated Management Information System is used to produce several monthly and quarterly reports. One of the quarterly reports, the Characteristic Report, provides the data for required federal reports, for evaluating the outcomes achieved by participants with different characteristics, and for monitoring services to the protected classes, significant segments, and target groups.

The characteristics report provides data at the title level except that Title VI projects and sustaining positions are reported separately and Title IV is reported by subpart (YETP, YCCIP, and SYEP). In addition, separate reports are generated for the prime sponsor and for each subgrantee and program agent. For each characteristic group, one can determine by title and by subgrantee area, the rate of service to the group, the entered employment rate achieved by the group, the rate at which group members transfer to other titles, the rate at which group members achieve positive terminations, and the rate at which negative terminations occur.

Handicapped persons are one group contained within this report. Other characteristic groups which have great importance to the prime sponsor include: women, minority group members, those under 22 years of age, those 45 and over with a special emphasis upon those aged 55 and over, AFDC recipients and those who receive General Relief, Veterans Aid, and SSI, Unemployment Insurance Recipients and Exhaustees, Veterans, Displaced Homemakers, those with limited English Speaking ability, and those with less than 12 years of education.

Past monitoring and evaluation have revealed that there are large differences in rates of service and the types of outcomes achieved by different groups. Differences in rates of service occur among subgrantee areas, and by title within a particular geographical location. Groups of CETA participants have very different entering employment rates which vary according to the title in which they are served, the subgrantee area in which they live, and the characteristics which they possess.

The current characteristic report can identify the subgrantee areas in which there are low rates of service to particular groups, it can identify the title in which outcomes of a particular group are consistent with plans and goals, and it can show whether the outcomes for a particular group differ from the outcomes achieved by those who are not members of the group. However, the current report cannot reveal much more. Therefore, the report will be changed.

The new report will continue to show outcomes by characteristic group by subgrantee area, but instead of being limited to each title, the report will be by activity. The activities to be examined are:

English as a Second Language
Adult Basic Education
Skills Training
On-the-Job Training
Adult Work Experience
Youth In-School Work Experience
Youth Out-of-School Work Experience
Public Service Employment
Public Service Employment with Training
Summer Youth Employment
Career Employment Experience

In addition, the new report will show pre and post CETA wages by activity and by characteristic. Previously, wage information was only at the title level and for all participants.

Each quarter, the MIS report will be forwarded to the Affirmative Action Unit to be used in monitoring subgrantee performance. With the change, the prime sponsor will be able to determine whether:

- (1) Equitable service is being provided to significant segments by activity;
- (2) Significant segments, protected classes, and target groups are being served at the planned rates by activity;
- (3) Differences in outcomes among groups are due to being served in different activities;
- (4) Wage gains differ more by activity or by characteristic; and
- (5) Persons with different characteristics enter employment at different rates even when they are served in the same activity.

2.e.ii. Knowledge Development in Youth Activities

The Prime Sponsor has recently implemented a major evaluation of YETP programs which is providing a knowledge development base on an unprecedented scale. This effort, the YETP Follow-Up Evaluation Project, includes all terminees from YETP in every subgrantee. Data are being collected from participant records with respect to client characteristics; pre-CETA educational and labor market experience; and the programs and services provided in YETP. In addition, terminees are being contacted six months after termination, and data is being gathered through telephone questionnaires concerning terminees' post-program employment educational circumstances, and terminees' opinions and impressions regarding their YETP participation.

This information is being analyzed to assess the contributions being made by various YETP program service strategies to participants' longer term economic and educational situations. In turn these assessments will form the basis of program development initiatives undertaken by the Prime Sponsor.

Some initial results of the Follow-up Project's first round of data collection are presented below:

- o 49% more participants worked in the six months after termination from YETP than had worked in the year before enrollment.
- o Median wage for employed terminees increased in the follow-up period by 28% over the pre-CETA median wage.
- o More than twice as many participants had a high school degree after YETP as had it at the time of their enrollment.
- o Of those who received their High School degree in CETA, nearly 30% were drop-outs who obtained a GED in the program.
- o Two and one-half times as many terminees were employed at time of contact, six months after termination, than were job placed at termination.

These and other project findings will be carefully reviewed by the Prime Sponsor for program design implications, and as the Project continues as a permanent management system, such outcomes will be analyzed against programming changes to determine how modified design elements affect them.

Knowledge development for SYEP can be found in the pre-plan subpart for that program. No substantial evaluation have been conducted to date in the area of YCCIP programming, although past performance will be a factor in refunding and ranking proposals.

Demographic Groups	Estimated percent distrib. of persons eligible for II-B and VII	Percent distrib. of persons planned to be served in II-B	Percent distrib. of persons planned to be served in VII	Percent distrib. of persons planned to be served in II-C programs	Estimated percent distrib. of persons eligible for II-D programs	Percent distrib. of persons planned to be served in II-D	Estimated percent distrib. of persons eligible for Title VI	Percent distrib. of persons planned to be served in Title VI
Sex								
Male	42	46	50	35.6	51.0	53.5	56.5	58
Female	58	54	50	64.4	49.0	46.5	43.5	52
Age								
14 - 15	0	0	0	0	0	0	0	0
16 - 19 (19 & under)	8.2	13.0	10.00	0.5	3.0	4.0	5.5	4.0
20 - 21	11.5	15.0	15.0	3.5	10.2	9.0	7.9	15.0
22 - 44	53.5	50.0	60.0	74.7	55.7	58.0	52.1	57.0
45 - 54	17.5	14.5	10.0	18.2	20.3	18.0	17.5	14.0
55 & over	9.3	7.5	5.0	3.1	10.8	11.0	17.0	10.0
Race/ Ethnic Group								
White (non-Hispanic)	89.5	81.0	85.0	79.8	91.0	89.5	91.2	90.0
Black (non-Hispanic)	4.0	8.0	6.1	9.2	3.8	4.3	3.5	4.0
Hispanic	6.0	10.0	5.1	10.7	4.8	5.8	4.8	5.0
American Indian or Alaskan Native	0.1	0.2	1.2	0.1	0.1	0.1	0.1	0.3
Asian or Pacific Islander	9.4	0.8	2.6	0.2	0.3	0.3	0.4	0.7

B.3.a.i. Proposed Annual Plan of Service to Significant Segments in Prime Sponsor Area

Demographic Groups	Estimated percentage distribution of persons eligible for SYEP	Percentage distribution of persons planned to be served in SYEP	Estimated percentage distribution of persons eligible for YETP	Percentage distribution of persons planned to be served in YETP	Estimated percentage distribution of persons eligible for YCCIP	Percentage distribution of persons planned to be served in YCCIP
Sex						
Male	52.7	51.0	51.0	47.0	50.2	55.2
Female	47.3	49.0	49.0	53.0	49.8	44.8
Age						
14 - 15	25.4	37.5	26.6	10.2	0	0
16 - 19 (19 & under)	54.6	57.5	46.7	82.3	100.0	100.0
20 - 21	20.0	5.0	26.7	7.5	0	0
22 - 44	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
45 - 54	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
55 & over	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Race/ Ethnic Group						
White (non-Hispanic)	87.0	84.6	88.1	85.0	90.7	79
Black (non-Hispanic)	5.0	6.2	5.0	6.0	4.2	9.9
Hispanic	7.0	8.2	6.6	7.3	4.8	11.0
American Indian or Alaskan Native	0.2	0.2	0.1	0.4	0.1	0.1
Asian or Pacific Islander	0.8	0.8	0.2	0.3	0.2	0.1

3.a.ii.

The plan of service to significant segments proposed by this Prime Sponsor in many cases differs from the eligibility distribution. The reasons for this include the following rationales:

- 1) The effort to direct diminishing program dollars to the service population with greater need.
- 2) A continued concentration on serving identified target groups, which will partially show distribution of service.
- 3) The potential refusal of service by those who are in fact eligible, but have no desire to participate in CETA.
- 4) A greater emphasis on placement activities by the Prime Sponsor, in some cases, drawing from those more job ready, then those in greatest need. (This will adjust in time.)

Thus the variation from eligibility to planned service levels represents an effort by the Prime Sponsor and its Subgrantees to allot greater resources to key target groups in the eligible population, providing more effective use of limited CETA funding.

3.b.i.

The attached chart illustrates the program activities and services provided to target groups. As discussed previously, the Balance of State has decided to focus its service more narrowly on these target groups. Additional information on service to these groups is provided in the discussion on specific programs. Beyond these broad services listed on the chart, other services are provided on an as needed basis. These include; drug and alcohol counseling, educational and occupational training tools and materials and psychological counseling.

					X	X	X	X	X	X	X	X	X	X	X	<u>Manpower Services</u>
																Intake
					X	X	X	X	X	X	X	X	X	X	X	Outreach
					X	X	X	X	X	X	X	X	X	X	X	Orientation
					X	X	X	X	X	X	X	X	X	X	X	Employability Assessment
					X	X	X	X	X	X	X	X	X	X	X	Job Development
					X	X	X	X	X	X	X	X	X	X	X	Job Search Assistance
					X	X	X	X	X	X	X	X	X	X	X	Job Referral and Placement
					X	X	X	X	X	X	X	X	X	X	X	Counseling
																<u>Supportive Services</u>
					X	X	X	X	X	X	X	X	X	X	X	Health Care and Medical Services
					X	X	X	X	X	X	X	X	X	X	X	Childcare
					X	X	X	X	X	X	X	X	X	X	X	Transportation
					X	X	X	X	X	X	X	X	X	X	X	Temporary Shelter
																Assistance in Securing Bonds
					X	X		X	X	X		X		X	X	Family Planning Service
					X	X	X	X	X	X	X	X	X	X	X	Legal Services
					X	X		X	X						X	Financial Counseling
					X	X	X	X	X		X		X			Post Termination Service

[illegible]

3.b.ii. Participation of Veterans within the Prime Sponsor's CETA Program

The Balance of State Prime Sponsor will continue to list disabled and Vietnam-era veterans as a key target group within its overall CETA effort during FY'81. Subgrantees will be encouraged to develop modes of service delivery tailored specifically to veteran needs.

Based upon previous years' performance, the Prime Sponsor will create a guideline for CETA service to veterans within the Balance of State region. Subgrantee service delivery efforts to veteran will follow this guideline. In many cases, instances reflected in the guideline are already in place at the subgrantee level and will be fully operational during FY'81.

First, review of FY'80 monitoring data will pinpoint deficiencies in CETA service delivery to veterans. Second, analysis of the veteran population at the subgrantee level will produce a composite picture of veteran needs and the barriers to full employment in the private sector faced by CETA-eligible veterans. This data will be used as the basis upon which service delivery design takes place. Subgrantees will be encouraged to develop their own modes of service delivery to veterans based upon the conditions existing within each individual consortium.

Recognizing the fact that veterans often leave the service with a higher skill level than other target groups, the Prime Sponsor will encourage the subgrantees to design special apprenticeship or OJT programs for veterans. In the case of the former, this may prove difficult, as the Veteran's Administration operates an apprenticeship program of its own. Still, the apprenticeship/OJT option is believed to be the best method of entry into unsubsidized employment for the skilled veteran who becomes a CETA participant.

The Prime Sponsor will also aid non-eligible veterans by means of a referral service to other agencies. Referral will be done at the subgrantee level by means of the linkages with local veterans' service agencies and veterans' social organizations.

Fort Devens, in Shirley, MA., is the major military center for Region I. Thousands of New England soldiers are mustered out of uniform at this post each year. The subgrantee in which Fort Devens is located maintains a contact person on the post. This person refers eligible veterans to Intake, with emphasis upon Viet-era and disabled veterans. The contact person is aware of all CETA positions available within the subgrantee. S/he is also aware of changing CETA regulations with regard to veterans and can give the veteran valuable information about the CETA program in his home town.

Another subgrantee plans to refer veterans to the state Division of Employment Security (DES) for inclusion in the OJT program. This subgrantee will review their active/inactive file in order to find more veterans for the program. There are close linkages with the Veteran's Administration within this consortium, and this subgrantee maintains an active interest in veteran's affairs by means of RFP's, letter's, telephone calls and attendance at veteran service agency meetings.

There are DES offices within each of the 15 subgrantees of the Balance of State region. Each DES office contains a veteran's representative, who maintains contact with federal veteran service agencies. One subgrantee has a unique approach to veteran outreach that the Prime Sponsor hopes to implement on a regionwide basis in coming years. This subgrantee advocates close contact with veterans' social organizations such as the American Legion and the Veterans of Foreign Wars. This contact supplements the existing linkages with the DES veteran's representative and the veteran service agencies. This approach ensures that CETA reaches veterans who are not found within the traditional framework of the veteran's service network.

The Prime Sponsor will participate in special efforts to help veterans secure the employment training needed to expedite their entry into the unsubsidized private sector job market.

The Prime Sponsor is also part of a coordination network run by the State Employment Training Council (SETC). The Prime Sponsor's main effort to serve veterans in OJT/apprenticeship training positions is coordinated through SETC.

The Council also maintains a liaison in the State Department of Apprenticeship Training (DAT) in order to facilitate coordination between that agency and CETA. DAT places its field personnel in Division of Employment Security (DES) offices throughout the Commonwealth. Their function is to establish apprenticeship training positions in industry and to fill those positions with appropriate clients. The Prime Sponsor utilizes this resource for the referral of veterans who express an interest in apprenticeship training.

Subgrantees will institute a quarterly monitoring procedure to ensure that veteran service goals are being met. Plan modifications with reference to veteran service will also be based upon this monitoring data. In addition, one subgrantee will expend its outreach effort to veterans by a variety of new means. Veteran representatives within the consortium will be supplied with the subgrantee's monthly CETA newsletter. This will keep them abreast of any changes in the program relating to veterans. Veteran service agencies will be invited to help the subgrantee coordinate referral activities.

Outreach will be the key method by which the Prime Sponsor continues its efforts to maintain and increase the participation of disabled and Vietnam-era veterans in employment and training activities. More aggressive outreach to veterans at the subgrantee level, including contacts with veterans organizations and the agencies serving veterans, will make this group more aware of the services the program has to offer. Some of these outreach methods have been covered in the Prime Sponsor's FY'81 Master Plan. To be specific, the Prime Sponsor has developed a list of 18 suggested outreach enhancement activities that will be made available to subgrantees on a technical assistance basis. Some of the methods that would improve outreach to veterans at the local level include: (1) public presentations to veteran's group, (2) frequent ads in newspapers, radio and television, (3) membership in community social service agencies, (4) CETA outreach personnel in attendance at meetings of veterans' agencies and (5) routine mailing of CETA documents, news releases, population studies and manpower-related issues to local veterans' associations such as the VFW, DAW, American Legion, etc.

After outreach has identified eligible veterans and indicated to them the availability of employment and training activities, veterans are given a priority among eligible applicants in the Intake and eligibility determination process.

The Prime Sponsor will attempt to ensure that subgrantees, when preparing special OJT programs for veterans, are sure to notify the veterans' representative in each of the consortium municipalities so that they may refer their clients to CETA.

Finally, the Prime Sponsor will encourage subgrantees to conduct on-site outreach seminars at the Veteran's Administration Hospital within reasonable commuting distance of the subgrantee. The purpose of these seminars is to make disabled veterans aware of the opportunities for employment-enhancement training that are provided by CETA.

3.b.iii. PSE Positions

The Balance of State Prime Sponsor has a very sound record in service to both veterans and public assistance recipients in PSE.

In the case of veterans, characteristics reports for 3rd quarter FY'79 have BOS above the national average in both IID and VI, taking veterans as a percent of total title enrollees. Through the first two quarters of FY'80, BOS performance in this area has increased, and stands at 17.4% in IID and 20.3% in VI. Thus, it is obvious that in terms of reaching and enrolling veterans in PSE activities, the Prime Sponsor has fared well. These effort will continue in FY '81 despite expected cut backs in slot availability. Subgrantees will work with local veterans organizations, as well as local and VA representatives in reaching special disabled and Vietnam-era veterans.

It should also be noted here that the Prime Sponsor received a very positive assessment of services to veterans in FY'79-80, following field visits by VES staff.

Service to public assistance recipients in PSE has also been relatively strong. Through the first half of FY'80, P.A. recipients represented 20.2% of Title II enrollments and 22.0% of Title VI.

These percentages were the direct result of outreach and assessment developed around the economically disadvantaged target groups. The Prime Sponsor will continue these recruitment efforts, and attempt to strengthen them through further coordination with the statewide WIN program. Increased cross-referrals between CETA and WIN will allow for more comprehensive and appropriate service to AFDC and other P.A. recipients. A formal coordination agreement has been signed between the Prime Sponsor and PES/WIN, as described in Section 5ci of the FY'81 Master Plan.

3.c. Summary for how Activities will Contribute to Goals

The Prime Sponsor will operate, through 15 subgrantees and 2 program agents, a comprehensive array of employment and training activities and services designed to enhance the employability of participants ultimately lead to their placement and retention in private sector jobs at self-supporting wage levels.

These goals, in turn, can be translated into occupational development, upward mobility, the development of new careers, and, for women in particular, attempt to overcome sex stereotyping.

Title IIB

The focus of Title IIB programs is to serve the least job-ready participants through a progression of program activities that will lead to job readiness and job placements. For these participants, many of whom are either entrants in the labor market, or have had little or no success in obtaining self-sufficient employment, the focus is providing work experience where no familiarity with the working environment exists, and to provide basic education of ESL where these fundamental requirements for job readiness are lacking.

However, in FY'81, this Prime Sponsor will instigate policy that will expand classroom training and OJT for individuals who are ready for these activities. The Prime Sponsor feels that these programs will be most beneficial in meeting goals for both service and performance.

The cornerstone of Title IIB programming is the EDP, which assesses the participant's employment and training needs, plots a course of action for meeting those needs, and tracks the progress of the participant in his movement toward fulfilling those needs.

For many participants in IIB, who are new or re-entrants to the labor market, initial assessment may determine that lack of familiarity with the working environment and lack of work habits are major barriers to employment.

For these clients, work experience, either a separate activity, or in combination with Adult Basic Education, GED preparation or English as a Second Language, is the most appropriate activity of enrollment. Title IIB provides the following work experience activities:

Adult Work Experience (AWE)

Participants are placed in non-profit and public agencies. Job sites are selected for their ability to offer a meaningful work situation, and to provide appropriate supervision which emphasizes the necessity of good work habits, such as punctuality, appearance, conduct, relationships and effort. AWE is targeted at adults who have never been employed or who are re-entering the work force after extended periods of unemployment, and its goal is to establish a work record and overcome poor work habits. Clients in this activity are continually reassessed to determine whether they should remain in the AWE, be directed to educational opportunities flow into another CETA activity, or be placed. AWE can serve as a single activity for clients who are employable after a brief re-introduction to the labor force, or can be an activity within a program mix which supplies other skills to the participant.

Youth Work Experience, Out-of-School, (YWE O/S)

The YWE O/S program is designed to serve high school drop-outs and other youth out-of-school, between the ages of 16 through 21. It is common for persons who participate in this program to concurrently pursue a GED or ABE program to ensure that a high school equivalent educational level is obtained. In addition, YWE O/S program also provides career assessment and education workshops and tours to expose out-of-school youth to local education and job opportunities. As stated, YWE O/S is frequently linked with the classroom training component (ABE) or individual referral to a GED course, and may be consecutively coordinated with other manpower activities and services.

For clients in both AWE and YWE O/S, participation in the activity will not exceed 1,000 hours in one fiscal year, and clients enrolled in these activities will be transferred to other placement oriented training or public service employment as soon as assessment indicates that they are prepared to enter these activities, or terminated for job placement.

Adult Basic Education, GED

ABE/GED is a classroom training program which addresses the literacy deficiencies of clients through instruction in basic mathematics and language skills which are required in most entry-level jobs. ABE/GED is normally the initial activity in a program mix and often leads to other components that provide occupational training or experience in addition to basic education.

Bi-lingual ABE is targeted at clients who are functionally illiterate in their native tongue, and accomplishes the dual role of providing basic education and acquainting the participant with the English language.

English as a Second Language (ESL)

ESL is targeted at individuals with limited English communication ability who are literate in their native language. It teaches basic communication skills in a classroom setting with emphasis on practical conversation, reading and writing ability. This activity may exist as an individual component for persons who have marketable skills, or may be one component in a program mix which overcomes several barriers to employment. ESL is most appropriate for Hispanics, minorities, and persons of limited English speaking abilities, and is offered to individuals whose native language is anything other than English, including, but not limited to, Greek, Spanish, Portuguese and Russian.

Skills Training (ST)

The purpose of skills training is to provide a skill which is in demand in the labor market. This is accomplished through classroom instruction, "hands on" participation, or a combination of the two methods. Occupations for training are selected by an analysis of labor market demand, wage and training level, and applicability of CETA clients and CETA-type training programs. ST is frequently either the only component or last component for client participation with extensive linkage to industry and subsequent job development and placement. In many cases, career clusters are identified and skill level training is graduated to encourage upward mobility of clients.

A principal focus in skills training is that of providing marketable skills to women in non-traditional occupations, such as the computer, electronics, and machinists fields. In addition, efforts are being made to train and place women in some fields, such as culinary and cooking professions, in which women have traditionally obtained employment. In such programs, the objective is to provide training that is intensive enough to place participants at higher, traditionally male-dominated levels within the occupational field.

Individual Referral (IR)

For specialized client needs, such as training in an occupation, not provided by regular CETA activities, referral of clients to an education institution or training agency may occur. The criteria for IR involve the justification of labor market demand for the skills, appropriateness of the candidate, and the economic feasibility of IR versus a fully enrolled skills training program. IR can serve as a single activity, or it can be a supplement to other activities and services, depending on the level of the client and the scope of the skill received.

IR may offer the best opportunities to some participants to receive training in new occupational areas. It is widely used in two subgrantees (Newton and Northampton) to train clients in non-traditional occupations by means of specially-tailored programs that are otherwise unavailable.

On-the-Job Training (OJT)

OJT involves the establishment of apprenticeship-like training with private industry in which CETA reimburses the employer a portion of training expenses during the specified period of training. OJT slots are developed with an emphasis on systematic training in an occupation which is in demand in the labor market.

The Balance of State is increasing emphasis in FY'81 on OJT training in high technology/high skill fields. Subgrantees are encouraged to allocate a greater proportion of OJT slots to target groups, such as minorities, AFDC recipients, and female heads of household, that have traditionally been excluded by employers from employment opportunities in these fields. Because of the hire-first principle, OJT offers good opportunities for these target groups to enter into such fields.

This activity may be the only component in which a client participates, or it may be the last component in a program mix. Transfer to another Title IIB Activity from OJT should not occur since placement in the private sector indicates the attainment of a higher level of client employability.

Public Service Employment (PSE)

For the nearly job-ready eligible applicant who is structurally or cyclically unemployed, public service employment is offered under Titles IID and VI. The focus on placement in PSE positions will enhance skill levels and thus contribute to the development of new carriers in either the public sector or in related fields in private industry.

All PSE participants will have manpower and supportive services available to them when needed to ensure their successful participation in the program, Title IID. Employability Development Plans, and Job Development and Placement Services will be provided prior to termination.

PSE Title IID

The Title IID PSE program is similar in design to the individual job aspect of the Title VI program. However, while the Title VI program serves nearly job-ready clients, Title IID is intended to serve clients who require more support. The major areas of support provided to Title II PSE Clients are participation in programs (e.g., seminars, advanced life skills workshops), (e.g., personal financial management), and supervisory staff who are trained to guide the performance and growth of clients in their jobs. Twenty percent of the PSE funds will be spent for training. This will include both remedial and skill training that will enhance the individual's employability.

This program is either the final component in a program mix, or serves as a single activity. It is open to clients after assessment.

PSE Title VI

The Title VI PSE program provides employment through direct, individual jobs within a non-profit or governmental organization, or through participation in a specific, goal-oriented project atmosphere. Jobs in the PSE program include a variety of responsibilities which are assumed by clients for a period of up to 18 months.

Title IV

Title IV offers program activities and services to youth in YETP, YCCIP and the Summer Youth Program.

Career Employment Experience (CEE) YETP

CEE is designed to provide career education, OJT work experience to in-school youth by placing them in jobs which will enhance their skill development and career awareness. The work experience aspect is combined with an assessment of career interests and abilities. Appropriate counseling is provided to ensure that youth are familiar with available educational and vocational opportunities.

CEE is coordinated with Title IIB youth programs and the summer youth program to ensure comprehensive mix of services and activities essential to overcome barriers to employment.

Activities for Out-of-School Youth (YETP)

Classroom training, work experience and OJT are offered to out-of-school youth under YETP. Their functions are analagous to those of the work experience and OJT activities offered under Title IIB, with the major difference that YETP OJT is keyed to provided intensive semi-subsidized training to youthful participants who are new labor force entrants.

YCCIP

Youth Community Conversation and Improvement Projects are aimed at promoting employability development through client participation in high-support, subsidized employment projects. YCCIP projects assist youth employability development through providing good work habits in well-supervised job sites, imparting occupational skills, and providing academic credit, where possible, for program participation.

Summer Youth Program

The Summer Youth Program provides enhanced participant employability and helps to develop realistic occupational goals through work experience, supportive education, counseling and labor market orientation activities and services. Out-of-School participants will be given special services such as remedial education to lessen their barriers toward returning to school. Special counseling and supportive services will also be available to increase the participants ability to successfully complete the program.

3.d. Eligibility, recruitment, and intake utilized for Youth programming under Title IV will not differ significantly from what has previously been described in the Master Plan. (Sections 2 and 4.a.)

3.e. The following is a summary of linkages between youth programs and other agencies, organizations, etc:

1. SESA's

- a. All Youth Councils have a representative from DES;
- b. Outreach, referral, and recruitment are performed via Rent-a-Kid in Norwood Consortium and as a general practice in all other Subgrantees;
- c. DES serves as a worksite for youths in several consortia;
- d. Individual Referral for OJT is done through DES in several consortia;

2. LEA's

- a. Represented on Youth Councils: Franklin County Technical High School, Amherst Regional High School, South Hadley Intermediate School, Brookline Public School System, Tri-county Regional Vocational School, Plymouth-Carver Regional High School, Silver Lake Regional High School, Lynn Vocational Trade School, Quincy Vocational Technical School, Princetown Public High School.
- b. CEE: Hampshire Educational Collaborative, Bartlett High School, Baypath Regional Vocational Technical School, North Brookfield High School Oxford High School, Quaboag Regional High School, Shepard Regional High School, Southbridge Regional High School, David Prouty High School, Greater Lawrence Spanish Center, Methuen Public School System, Andover Public School System, North Andover Public School System, Haverhill Public School System, Newburyport Public School System, Chelsea Public School System, Revere Public School System, Winthrop Public School System, EDCO, Plymouth Carver Regional High School, Silver Lake Regional High School, Duxbury High School, Hanover High School, Marshfield High School, Rockland High School, Salem Public School System, Lynn Public School System, Essex Agricultural Institute, Masconomet Regional School District, Gloucester Public School System, Peabody Public School System. *Includes: outreach, assessment, referral, career information, supervision.
- c. Academic Credit for YWE: Quincy School System, Braintree School System, Randolph School System, Cohasset School System, Milton School System, Weymouth School System, Hull School System, Choice Through Education, Lynn Public School System, Salem Public School System.

3. Courts with Jurisdiction over Youthful Offenders

- a. Essex County District Court: YWE to pre-trial detainees and other court designated youth in cooperation with DYS;

- b. Worcester County District Court: restitution project in cooperation with DYS and Department of Probation Juvenile Division;
- c. Lawrence District Court: represented on Youth Council;
- d. Suffolk County District Court: court advocacy through YWE in cooperation with DYS;
- e. Middlesex County District Court: referral of youth in need of services; represented on Youth Council;
- f. Norfolk County District Court: cooperative restitution program; post-restitution referral and placement;
- g. Worcester Parole Board: cooperative agreement for parole through placement;
- h. Town of Barnstable Police Department, Juvenile Division: represented on Youth Council;
- i. The Crime and Justice Foundation and The Committee on Criminal Justice are represented on the Youth Council.

4) Public Assistance Agencies

- a. The Department of Public Welfare is represented on Youth Councils;
- b. Referral and outreach through the Department Public Welfare.

5) Post-secondary Institutions

- a. University of Massachusetts, Mass. Bay Community College, and Smith College are represented on the Youth Council;
- b. U. Mass. Placement Office accepts Referrals for placement;
- c. Special agreements with North Essex Community College for services; Bunker Hill Community College for career counseling and outreach; Sylvania Technical School, Shepard-Gill School of Practical Nursing, The Hickox School, and the Northeast Institute of Industrial Technology for individual referral; North Shore Community College, Boston University, and Northeastern University for additional coursework and/or training opportunities otherwise unavailable at local level;

6) Labor Organizations

- a. AFL-CIO is represented on several Youth Councils;
- b. Coordination with labor unions in the selection of appropriate professions for apprenticeship training.

7) Private Sector Business

- a. Most OJT slots for YETP are negotiated within the private sector;
- b. The following corporations are represented on the Youth Councils: Hazeltine Corporation, Digital, Modicon, Western Electric, Bay State National Bank, CAR-TED Industries, Raytheon;
- c. VEP's and Shadow programs utilize local businesses and industries to expose participants to the opportunities available within their community.

8) Neighborhood and Community Based Organizations

- a. A partial listing of the neighborhood and community based organizations represented on the Youth Councils includes the Franklin

County Human Services Commission, People's Bridge Action, Driving while Intoxicated/Adult Education Program of the Beacon Clinic, Northampton Emergency Care Shelter, Citizens Involvement Training Program, Pioneer Valley Association, Hampshire Community Action Commission, Harrington Mental Health Clinic, Greater Lawrence Outreach, St. Anne's Home, North Essex Mental Health Center, Department of Mental Health, Turning Point, Greater Lawrence Community Action Center, Operation Bootstrap, Action Inc., Senior Community Service Program, Derby Street Association, Justice Resource Institute, Project RAP, Northeastern Family Institute;

- b. Neighborhood and CBO's are often involved as program operators and service deliverers;
- c. Most subgrantees have informal agreements with neighborhood and CBO's for mutual referrals, outreach, and recruitment;

9) The Apprenticeship System

- a. The Division of Apprenticeship Training is involved with the selection of appropriate OJT opportunities in unionized professions;
- b. DAT is represented on a Youth Council;
- c. In selected subgrantees, the Job Development Coordinator works with the Field Representative from DAT to coordinate training and placement efforts.

10) Other CETA Youth Programs

- a. YETP is one aspect of the total service strategy for youth. It is expected that youths enrolled in any of the generic youth programs may transfer within the title;
- b. Many Title IV youth programs and Title II B I/S youth share the same program operators and participate in the same, or similar, activities.

11) Other Non-CETA Youth Programs

- a. The following groups are represented on the Youth Council: Dedham Youth Commission, Division of Youth Services, Rent-a-Kid, Quincy Youth Commission, Weymouth Youth Commission, Needham Youth Commission, Triple-E Program.
- b. Most subgrantees have mutual, informal agreements with other non-CETA Youth Programs for referral, placement (where applicable), outreach, and recruitment.

12) Career Education Incentives Act - Not Applicable

13) Governor's Coordination and Special Services Plan

- a. Balance of State participated in a variety of FY'81 pre-planning efforts sponsored by the Program and Systems Development Division.
- b. As program emphasis are developed and implemented, the Balance of State will encourage participation in proposed coordinated efforts, via the Subgrantee structure.

14) Statewide Youth Services Program

- a. Although these funds are currently in the RFP stages, the Balance of State Youth Unit has facilitated coordination in the following manner:
 - 1) Arranged for presentations by Youth Grants staff at Sub-grantee Youth Coordinators meetings
 - 2) "lobby" for funding of Subgrantee proposals submitted to DMD
 - 3) Provided other types of technical assistance and information exchange to Subgrantees.

15) State Education Linkages Program

- a. Limited coordination will occur here, as the impact of these programs on Title IV programming is not expected to be significant.

16) Vocational Education Assistance Program

- a. The Balance of State does not anticipate running any 6% funded programs in FY'81 that coordinate with generic youth programs.

Additional information on program linkages can be found in Section 6.c.iv. of the Master Plan.

ACADEMIC CREDIT

3.f.i.

Subgrantee	Agency Granting Credit	Type of Credit	Procedure for Granting Credit	Program Activity for which Credit will be given
CHELSEA	Chelsea Public Schools Winthrop Schools Revere Public Schools	Credit hours to be granted will vary according to length and nature of individuals participation.	Through school guidance counselors and program counselor.	CEE
GARDNER	Quabbin Regional H.S. N. Middlesex Fitchburg School System Westminster-Ashburnham School System	Up to one full year of academic credit may be granted for participation in alternative school program.	Subgrantees has developed a formalized credit-sharing system with area schools; credits are granted by schools after review of participant's work record by a committee of school and CETA personnel.	CEE
GREENFIELD	Greenfield High Schools Turner Falls High Schools Pioneer Valley Region H.S. Mohawk Valley Regional H.S. Mahar Regional H.S. Franklin County Technical School	Credits toward High School degree are given for release time spent in work experience activities outside the classroom. Amount of credit varies with individual high school program requirements and the length of participation by youth in CEE	Credits are granted through existing work/study programs at these high schools.	CEE 100

ACADEMIC CREDIT

Subgrantee	Agency Granting Credit	Type of Credit	Procedure for Granting Credit	Program Activity for which Credit will be given
LAWRENCE	North Essex Comm. College	Credits toward degree requirements are granted for enrollment in CEE program.	Credits are assigned by NECC upon successful completion of work experience activity.	C.E.E.
MEDFORD	Medford Public Schools	Courses in data processing center applied toward degree.	Medford School System arranges for assignments of credits to local schools.	C.E.E.
NEWTON	PUBLIC SCHOOLS Brookline Bedford Lexington Lincoln Waltham	Credits toward H.S. degree given for participation in alternative school operated by EDCO, a consortium of area school systems.	Through guidance counsellors at high schools listed. Program is accredited at all participating schools.	C.E.E.
	Mass Bay Community Col.	Four college courses available to participants.	Credits granted by Community College; courses are accredited with college.	O/S Y.W.E.
	Middlesex Community Col.	College credit in english, math, etc.	Accredited with college.	O/S Y.W.E.
				101

ACADEMIC CREDIT

Subgrantee	Agency Granting Credit	Type of Credit	Procedure for Granting Credit	Program Activity for which Credit will be given
NORTHAMPTON	Hampshire Educational Collaborative	Credits are given for participation in work experience or classroom training programs under CEE. The amount of credit given varies with the length of program participation, type of training provided, and hours enrolled.	The IIEC, a consortium of eleven Hampshire County public schools, assigns credits to member schools and makes credit awards.	C.E.E.
NORWOOD	<u>High Schools</u> Bellingham Canton Dedham Foxboro Franklin King Phillip Medfield Medway MILLIS Norwood Sharon Walpole Westwood Tri-County Regional Voc. School	Credit toward high school degree is given on an individual basis. Each participant develops a contract with his/her school counselor specifying the amount of credit to be awarded.	Credits are approved for each worksite by school guidance Counselors.	C.E.E.
PLYMOUTH	Plymouth H.S. Silverlake H.S. Duxbury " " Hanover " " Marshfield, "" Rockland " "	One major degree subject credit point awarded for successful completion of work experience activity.	Schools hold credits for area participants.	C.E.E.

ACADEMIC CREDIT -

3.f.i.

Subgrantee	Agency Granting Credit	Type of Credit	Procedure for Granting Credit	Program Activity for which Credit will be given
QUINCY	Quincy School System	Academic credit may be granted for participation in work experience. The amount varying according to the duration of enrollment.	Credit assignment is the responsibility of Quincy schools, under written agreement with the subgrantee.	C.E.E.
TAUNTON	Taunton Public School System	Credit given for approved release time from classes under work/study program.	Program accredited with Taunton High School.	C.E.E.

- 3.f.ii. In general, subgrantees have not been actively involved in establishing cooperative, elective, and other experimental procedures for award in academic credit. However, other mechanisms have been developed to provide credit for competencies acquired by participants on Title IV programs. In some areas of skills training clients will have the opportunity to take voluntary exams administered by state agencies and labor organizations which would certify them for entry-level positions in the field.
- 3.g.i. The Balance of State Prime Sponsor currently has no plans to outstation PSE participants. PSE worksites will be under direct control and supervision of the employing agency, and appropriate requirements will be met.
- ii. At present, no PSE positions have been planned that will be placed in the immediate offices of elected officials. However, should this situation change, the Prime Sponsor will ensure that PSE or work experience positions placed in the immediate office of an elected official comply with CFR 676.69(a) (4) and (5). Regular monitoring of the site will occur through the Subgrantee structure, with counselors making regularly scheduled visits. Both participants and officials will be made aware of the requirements regarding political activities and will be monitored accordingly. These safeguards will also be built into the work site agreement, along with necessary sanctions in case of violation.
- iii. For FY'81, the Prime Sponsor is promoting a much stronger orientation toward placement-oriented activities through the use and monitoring of EDPs. Subgrantees will have to demonstrate that AWE is being utilized as a feeder program for other skills training or job placement activities. Monitoring of EDP's will be conducted by the IMU, as described in Section 7b.iv of the FY'81 Master Plan, and by the Operations (Titles II D and vi), Youth (Title IV) and Employment and Training Units (Title II B) of the Prime Sponsor as a part of the quarterly review of Subgrantee performance. The Prime Sponsor will also formally adopt the policy of limiting transfers from Work Experience to PSE activities to emphasize that position. The Assessment and Employability Development Services will ensure the WE is utilized as an appropriate activity for preparing the individual for unsubsidized employment. Prime Sponsor and Subgrantee monitoring will be an ongoing process in ensuring compliance.
- 3.h. Discretionary Funding
- As discretionary funding becomes available, the Prime Sponsor may elect to apply for appropriate program funds, via both Central Office application, and/or via the Subgrantee structure directly.
- 3.i. The Prime Sponsor has implemented a statewide agreement with the Division of Employment Security to facilitate coordination and minimize duplication of services. The details of this agreement can be found in the 1981 Master Plan.

C. Title II Parts B and C Program

C.I.a.i. Performance and Placement Goals

Title II B serves as the principal focus of training activities operated under the Comprehensive Employment and Training Act. The Prime Sponsor plans to provide CETA services to 6973 individuals in Title IIB during FY'81. Of these, 4679 or 67%, will be new enrollments this year. The majority of the new enrollments will occur during the last three quarters. 2832 participants, or 61% of new enrollees will have entered IIB by the Second quarter. By the end of the third quarter 3656 or 78 of those enrolled this year, will be active in Title IIB.

Similarly, terminations are distributed primarily over the last three quarters. 2208 of the Title IIB terminees will terminate in the second quarter; 73% will have terminated by the end of the third quarter.

The Prime Sponsor is planning an increased emphasis on placement in critical activities such as skills training and on the job training in its FY'81 Title IIB programs. 2756 individuals or 40% of title enrollees will participate in occupational skills training activities this year. In addition, 1115 or 16% of the Title's enrollment will be active in OJT.

Because Title IIB serves participants who face considerable barriers to employment, and are therefore frequently unprepared to enter directly into placement oriented CETA activities when they are first enrolled, work experience must continue to receive limited emphasis as a Title IIB activity. 1974 or 28% of Title IIB participants will be enrolled in work experience during FY'81. However, most of these participants will receive additional CETA training after leaving this activity and will not terminate from the Title.

The Balance of State has set the following segment goals for Title IIB based upon the incidence in the general population and the severity of need. These goals are reflected both in the PPS and in Subpart B.3.a.i. of the Title IIB Annual Plan.

Significant Segment

<u>Segments</u>	<u>%</u>
Male	45%
Female	55%
19 and under	34%
20-21	19%
22-44	36%
45-54	7%
55 and over	4%
White (N-H)	85%
Black (N-H)	5%
Hispanic	8.5%
A.J. and A.N.	.8%
L.A. and P.I.	.7%

C.I.a.ii. Relationship to Secretary's Performance Standards

The Prime Sponsor planned performance for each of the DOL-established performance indicators can be depicted as follows:

1. Termination Cluster

a)	Positive Termination Rate	72.4%
b)	Entered Employment Rate	59.3%
c)	Indirect Placement Rate	59.3%

2. Cost Cluster

a)	Cost per Positive Termination	\$4,726
b)	Cost per Entered Employment	\$6,223
c)	Cost per Indirect Placement	\$6,223

3. Private Sector Placement Rate 85%

In the termination cluster, the Prime Sponsor plans performance which is well within the acceptable range. The planned positive termination rate, 72.4% is close to the standard set for the Regional Upper Third - 74.8%. The slight decline in the planned Positive Termination Rate from the actual rates of FY'79 and FY'80 can be attributed to a number of causes. Most prominent among them is the implementation of a policy minimizing the number of clients who terminate as Other Positive without returning to school.

The planned entered employment is 59.3%, somewhat above 52.5%, the regional upper third standard. Because no direct placements are planned to date, the planned entered employment rate for the Prime Sponsor is also 59.3%.

Planned performance in the cost cluster for the most part is located within DOL's acceptable range. While the cost per positive termination, \$4,726 is high, it demonstrates a significant improvement over past performance. The costs per entered employment and indirect placement, \$6,223 are located between the upper third and high regional indicators.

It is expected that 85% of those terminees entering employment will be placed in private sector positions.

C.I.a.iii.

Comprehensive employment and training services for disadvantaged population must include major emphasis on enhancing the educational competencies of those for whom lack of education or inability to communicate in English is a major barrier to employment.

Therefore, the Balance of State Prime Sponsor has set substantial service and outcome goals for those participants in Title II B who require training in English a second language, or who need adult basic education or a General Equivalency Diploma.

Placement into non-traditional jobs is a further major goal of the Prime Sponsor's Title II B program. Planned levels of service to females under the title exceed 50% of enrollments.

For economically disadvantaged women in general, and for women receiving public assistance in particular, movement into self-sufficiency frequently translates into movement out of traditionally female secondary labor-market occupations and movement into non-traditional primary labor market jobs.

Occupational training is keyed to area demand, and to the desires and capabilities of participants. Therefore, particularly in rural subgrantees, training will be provided to women in some of the more traditional female occupations, such as clerical fields. However, where local employment trends permit and participants agree, training will be provided to women in non-traditional fields such as electronics and computer-related occupations, drafting, business, machine repair to other technical fields.

The purpose of Title II ABC is to provide comprehensive employment and training services which will enable individuals to contain and retain employment using their maximum capability. The Balance of State Prime Sponsor provides the legislated array of activities and services through its fourteen subgrantees. Each of these emphasizes in singular, combined and/or sequential fashion its primary activities and services according to the locally determined needs of the eligible population. The array of activities and services provided throughout the Balance of State includes seven basic activities/components. The components are: 1) ABE-GED, 2) Skills Training; 3) Other Work Experience; 4) In-school Youth Work EXperience; 5) OJT; 6) a component combining Work Experience with remedial education (AWE/ABE-GED); and 7) ESL. Remedial education, including actual preparation for GED, is also provided separately where the need warrants such intensity, but for the most part, it is provided in combination with Out-of-School Work Experience, skills training (when the need is less extensive), or in combination with OJT when the employer and CETA feel it's necessary to continue emphasizing educational attainment. ESL is also provided as a separate activity, and in combination with Work Experience or other components.

1. ABE-GED provides the participant with the educational background necessary for him to achieve a high school diploma or its equivalent. Special emphasis is placed upon the development of communication and computational skills that will enable the participant to function within an English speaking society.
2. In skills training, the participant is provided with training in a classroom setting that is designed to upgrade existing work skills or to develop new work skills based upon the results of aptitude testing conducted during assessment.
3. Other Work Experience provides participants with meaningful work in non-profit and public agencies. The participant receives intensive supervision at the worksite, a progressive series of worksite situations designed to test the effectiveness of his/her newly-learned job skills, and wages based upon worksite performance.
4. Youth Work Experience In-School is provided to CETA-eligible youth between the ages of 14 and 22 who are still currently enrolled in some form of academic institution. The Prime Sponsor requires that each subgrantee provide the Youth Work Experience In-School participant with basic work experience under professional supervision. See Section C.I.b.i.D. for detailed information regarding enrollment emphases and program policies for Youth Work Experience In-School.
5. On-The-Job Training provides job-ready participants with hands-on training in skilled and semi-skilled occupations.
6. The combined component ABE-GED/WE provides the participant with a few hours of basic education each day in addition to the time spent in work experience.
7. English as Second Language is designed to provide language training, such as grammar and phonetics, and rudimentary reading skills to participants with limited English proficiency or to participants with no such proficiency at all.

Following is a chart depicting the number of participants to be served in each activity and anticipated outcomes.

	Entered Employment	Additional Positive	Inter-Title Transfers	Other Terms.	Total	Total Less Transfers
CT Other	385	143	99	300	927	828
CT Skills	1315	148	124	499	2086	1962
OJT	663	13	2	215	893	891
WE Other	415	184	130	340	1069	939
WE IS	45	36	15	60	156	141
Total	2823	524	370	1414	5131	4761

Planned linkages between activities throughout most subgrantees include the above mentioned activities, and also the sequential enrollments in such as ESL - AWE - Skills Training, ESL - AWE/GED - Skills Training, GED - AWE - OJT, or AWE/GED - Skills Training - OJT. The service delivery mix is determined for each participant through an assessment of the participant's needs and the availability of activities/services and through the development of EDP's which detail the individual's service path. The potential service paths are numerous and varied through the Balance of State and include linkages with community agencies which can provide for special needs of participants.

The number of planned concurrent and sequential enrollments can be arrived at by subtracting the number of total participants to be served in each quarter from the number of clients who participate in program activities in each quarter. Taking these figures from the PPS, the results appear as follows:

	<u>1st Q</u>	<u>2nd Q.</u>	<u>3rd Q.</u>	<u>4th Q.</u>
Total Program				
Activity Enroll.	3992	5279	6409	7267
Total Participants	<u>-3962</u>	<u>-5066</u>	<u>-5926</u>	<u>-6973</u>
Total concurrent and sequential enrollments	30	213	483	294

A more accurate figure of the concurrent enrollments alone can be calculated by subtracting the number of total current participants at the end of each quarter from the current participants enrolled in program activities at the end of each quarter. Since the figures apply to the same amount of participants, any difference between the numbers results from dual enrollments. This technique does not allow us to capture holds, which are reflected in the title level enrollment figures, but not in the program activity numbers. The number of planned concurrent placements, therefore are cannot be lower than indicated, but may be higher.

	<u>1st Q.</u>	<u>2nd Q.</u>	<u>3rd Q.</u>	<u>4th Q.</u>
Total Current	2993	2952	2388	1959
P.A. Enrollments				
Total Current Participants	- <u>2976</u>	- <u>2858</u>	- <u>2183</u>	- <u>1842</u>
Concurrent Enrollments	17	94	205	117

Participants in combined activities are compensated on the basis of locally developed policies which are consistent with DOL requirements. Given the various service priorities of each subgrantee, some subgrantees have elected to provide only allowances for the secondary activity, whereas others provide wages, if wages are paid for the primary activity.

Potential barriers to employment for particularly needy significant segments have been identified as follows:

Women	lack of work skills in lucrative occupations lack of prior work history lack of work orientation income requirments child care needs
Youth	lack of work skills need for career guidance lack of work history lack of high school diploma
Workers over 45	obselete skills low level skills age discrimination lack of job seeking skills
Minorities	overt or covert discrimination communication problems lack of job skills career guidance low educational level

Format 3.b.i. of the General Narrative Section depicts how activities designed to overcome these barriers are targeted to the appropriate segments of the population.

More detailed information on each program activity is outlined below.

C.I.b.i.A. Classroom Training and Occupational Training

Skills training programs increase the employability and maximize the career development potential of participants by providing them with the skills and related technical information to perform a specific job or group of jobs.

Criteria used by subgrantees for selecting occupations for training include the following:

1. existing demand in specific industrial area;
2. industry should not be experiencing secular decline;
3. must be within reach (academically and skill level) of CETA participants following training, service, activities;
4. must meet DOL wage and training guidelines

During the fiscal year, subgrantee will allocate dollars to placement-oriented activities in a proportion not less than their FY'80 funding levels for these activities. It is expected that by continuing to direct a large proportion of Title II B expenditures towards skills training, the Prime Sponsor, by significantly enhancing the placement potential of its participants, will increase placement rates while simultaneously lowering cost per entered employment.

The vast majority of Classroom Training will be accomplished through in-house services. However, on occasion, and where appropriate, individual referral to outside educational and vocational training institutions will be provided. This will be based on a review of each individual case. For this reason, a strict delineation of occupation by activity is impossible and was not attempted.

Classroom and Skill Training will be provided in the following occupational areas:

<u>Occupation</u>	<u>Number of Subgrantees Providing Training</u>
Accounting	3
Air Condition, Heat and Refrigeration	2
Appliance Repair	1
Auto Mechanic	4
Assembler	3
Bookkeeper	4
Clerical	10
Computer:	
Data Entry	4
Programmer	7
Operator	4
Technician	5
Culinary Arts	7
Dental Assistant	1
Diesel Mechanics	2
Drafting	3
Driver	1

<u>Occupation</u>	<u>Number of Subgrantees Providing Training</u>
Energy Technican	2
Electronics	8
Field Service Technician	4
Home Health	1
Hotel/Motel Management	1
Insurance Adjuster	1
LPN	5
Machine Trades	8
Manager	2
Medical Technican	4
Orthotics & Prosthetics	1
Plumber/Pipefitter	1
Printing/Graphics	3
Retail Sales	2
Secretarial	10
Welder	1
Word Processing	1

A list of principal occupational areas for which courses and technical skills will be provided by subgrantee is included as Attachment C.I.b.i.A.-1 (page 115)

Balance of State supports the allowances and supportive services expenses for participants enrolled in Governor's Grant skills training programs operated within the Prime Sponsor. Following is a list of skills training programs to be funded by the 6% Governors' Discretionary Funds in Fiscal Year 1981:

CARRY-IN FROM PREVIOUS (FY'80), \$489,540

<u>Program</u>	<u>Amount</u>
Women in Construction	21,430
Bunker Hill Community College	22,780
Northern Essex Community College	81,608
Women's Enterprises	49,663
Burdett - Medford	52,372
Burdett - Norwood	82,299
West Suburban YWCA	70,210
Assabet Valley Machinist	23,470
Oak Hill Day Care	58,920
TOTAL	462,752

PRESENT YEAR'S ALLOCATION (FY'81), \$871,250

<u>Program</u>	<u>Amount</u>
International Institute	96,194
Keefe Med. Tech.	61,875
Keefe Machine Operators	38,544
Lawrence Diesel	89,891
LRSC (EMA)	28,957
LRSC (Welding)	26,980
Essex County Sheriff's Department	76,540
Adams and Abbott	122,392
Systems Architect	66,678
Project SAVE	78,688
Burdett - Norwood	75,285
SUBTOTAL	857,909
UNOBLIGATED	46,129
TOTAL	1,314,661

FUNCTIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	*weekly wage based on 40 hour week
<u>CLERICAL</u>				
Clerk/Typist	X	X	X	\$135 - \$140 /week
File Clerk	X	X	X	\$130 /week
Secretary	X	X	X	\$165 /week
Key Punch Operator	X	X	X	\$160 /week
Bookkeepers	X	X	X	\$145 - \$160 /week
Accounting Clerks	X	X	X	\$135 /week
Word Processing Specialist	X	X		\$175 - \$180 /week
<u>COMPUTER INDUSTRY</u>				
Computer Operator	X	X		\$160 - \$170 /week
Test Technicians	X	X		\$230 - \$272 /week
Terminal Operators	X	X		\$160 - \$170 /week
Data Entry Specialist	X	X		\$160 - \$170 /week
Microprocess Technician	X	X		\$230 /week
<u>MACHINISTS</u>				
Metal Workers	X		X	\$340 /week
<u>MACHINE OPERATORS</u>				
Printing & Metal Working	X		X	\$200 /week
<u>MAINTENANCE</u>				
Building Custodians	X		X	\$135 - \$170 /week
<u>MECHANICS</u>				
Automotive, Auto Body Maintenance	X		X	\$200 - \$220 /weekly
<u>PLASTICS</u>				
Quality Control Inspector			X	\$140 /weekly
Welders	X		X	\$240 - \$320 /week

TABLE 6

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116

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	
<u>CONSTRUCTION</u>				
Apprentice, all trades	X			\$220 - \$260 /week
<u>MEDICAL</u>				
Nurses Aide	X			\$140 /week
Dental Assistant	x			\$170 /week
<u>PERSONAL SERVICES</u>				
Hairstyling	X			\$170 /week
Bakery	X			\$170 /week
<u>PUBLIC COMMUNICATIONS</u>				
Electronic Technicians	X			\$200 /week
<u>LAW ENFORCEMENT</u>				
Police Officers	X			\$230 - \$270 /week
<u>ENGINEERING</u>				
Drafter	X			\$180 - \$200 /week

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT
	Individual Referral	Classroom Training	On-the-Job Training	
<u>CLERICAL</u>				
Secretary/Steno	X		X	\$3.70 - \$4.30
Receptionist/Typist	X		X	\$3.50 - \$4.00
Key Punch Oper.			X	\$3.70 - \$4.30
<u>MACHINE TRADES</u>				
Assembler	X		X	\$4.00 - \$5.00
Machine Operator	X		X	\$5.00 - \$6.50
Sheet Metal Worker			X	\$5.00 - \$6.50
<u>Accounting</u>				
Accountant			X	\$4.50 - \$6.00
Bookkeeper	X		X	\$3.50 - \$4.00
Accounting Clerk	X		X	\$3.70 - \$4.30
<u>Social Service</u>				
Case Worker			X	\$4.00 - \$5.00
Social Service Aide			X	\$3.50 - \$4.00
<u>Retail Trade</u>				
Stock Clerk			X	\$3.50
Managers			X	\$4.00 - \$6.00
Salespersons			X	\$4.00 - \$6.00
<u>Food Service</u>				
Cook			X	\$3.50 - \$5.00

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	
<u>Automotive + Mechanic</u>				
Drivers			X	\$3.50 - \$6.00
Mechanic, Automotive			X	\$4.00 - \$6.00
Body Repairer			X	\$5.00 - \$6.50
Managers			X	\$5.00
Diesel Mechanic			X	\$4.00 - \$6.00
Vehicle Cleaner			X	\$3.50
<u>Others</u>				
Plumber/pipefitter			X	\$5.00 - \$7.00
Drafter			X	\$6.00
Gas and Oil Service			X	\$4.00 - \$6.00

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	
machine operator		✓	✓	\$ 4.50
health occup.	✓			\$ 4.
comp. programmer		✓		\$ 5
comp. test tech.		✓		\$ 5.75
sec/ data entry		✓		\$ 4.
electronic assemblers		✓	✓	\$ 4. \$ 3.50
bench assembler		✓		\$ 3.50
auto motive field			✓	\$ 4.
office machine repairs			✓	\$ 4
electric motor repair			✓	\$ 4
truck - body builders			✓	\$ 4
inventory control		32	✓	\$ 4

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	
Computer Serv. Tech. and Computer Prog./Oper.	X	X		\$ 4.50 - 7.00 per/hr.
Gen. Elec. Tester		X	X	3.50 - 6.00 "
Energy Tech.		X		4.00 - 6.00 "
Secretarial		X		4.00 - 6.00 "
Electronic Tech.		X		5.00 - 7.50 "
EMA		X	X	3.75 - 5.00 "
HVAC Serv/Install. Tech.	X	X	X	5.00 - 7.00 "
Allied Printing		X	X	4.00 - 6.00 "
Clerk Typist		X	X	3.50 - 5.00 "
Data Entry	X	X		4.00 - 6.00 "
HVAC Major App. Rep.	X			4.50 - 6.50 "
Child Care Provider	X			3.50 - 4.50 "
Culinary Arts		X		4.00 - 5.50 "
EM Drafting		X		5.00 - 6.50 "
Diesel Mechanic	X	X	X	5.00 - 7.00 "
LPN	X			5.00 - 6.00 "
Bookkeeper		X		3.50 - 5.00 "
Machinists		X	X	4.50 - 6.00 "
Machine Operator		X	X	4.00 - 5.50 "
Auto Mech. Apprentices		X		3.75 - 5.25 "
Welding	X		X	3.50 - 5.50 "
Sheet Metal Workers			X	3.75 - 6.25 "
Medical Lab. Asst.	X			3.75 - 4.50 "

Medford

TABLE 6

121

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE	
	Individual Referral	Classroom Training	On-the-Job Training	per hour or	
Clerical Gen. Clerical		x		3.75	
Typist		x		3.75	4.00
Secretary Gen.	x			4.50	
Med. Secretary	x			4.50	
Legal Secretary	x			4.50	4.75
Bookkeeping	x	x		3.50	4.00
Machine Billing	x			3.50	4.00
Computer EDP		x		4.00	
Billing Clerk				3.75	
Machinist			x (apprentice)	4.50	
Tool and Die Maker			x (apprentice)	4.50	
*Health Services			x	4.00	
*Health Aides	x		x	3.50	
*Nurses Aides	x		x	3.50	4.00
*Orderlies				3.50	4.00
*Practical Nurses	x			4.50	5.00
Electronic Tech		x entry	x (apprentice)	4.50	5.00
Electronic Tester		x entry	x (apprentice)	4.50	5.00
Computer Specialist	x			4.50	5.00

NOTE: Some of the occupations listed above are traditionally dominated by women (Clerical and Health workers) the others are not. It is the policy of Medford CETA to encourage women to enter the non-traditional occupational areas. Hopefully, women will enroll in the Apprentice/OJT Program to be operated by Medford CETA (In-House) in FY 81.

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAG
	Individual Referral	Classroom Training	On-the-Job Training	
<u>Computer Specialists</u>				
Computer Programmer	X	X		\$7.25
<u>Health Service Technicians, Etc.</u>				
Dental Hygienist	X			\$4.71
Radiological Tech	X			\$4.77
Medical Lab Assist.	X			\$4.22
Clinical Lab Tech.	X			\$4.71
Orthotic-Prosthetic Tech.		X		\$5.80.
L.P.N.	X			\$4.88
Physical Therapist	X			\$5.80
<u>Skilled Clerical</u>				
General Clerk		X	X	\$3.43
Secretary		X	X	\$3.93
Typist		X	X	\$3.56
Bookkeeper		X	X	\$3.96
File Clerk		X	X	\$3.20
Computer Operator		X	X	\$4.00 - \$6.00
Computer Periph.			X	\$4.00 - \$5.00
Accounting Clerk		X	X	\$3.54
Data Entry Clerk		X	X	\$4.50 - \$5.00
Payroll Clerk		X	X	\$3.83
<u>Metal Machining</u>				
Machinist	X		X	
Machine Set-Up Operator	X	X	X	\$6.00
Tool and Die Maker	X			
Grinder Operator	X		X	
Lathe Operator, Prod.	X		X	
Boring Mach. Operator	X		X	
<u>Technical Para- Professional</u>				
Electronic Tech.	X		X	\$5.00
Drafters	X		X	\$5.55
<u>Food Service Workers</u>				
Cook		X	X	\$3.85

TABLE 6

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT
	Individual Referral	Classroom Training	On-the-Job Training	
<u>Other Operatives</u>				
Assemblers			X	\$3.15 - \$5.10
<u>Other Clerical</u>				
Expeditors and Production Controllers			X	\$5.00
<u>Construction Crafts</u>				
Carpenter & Appr.			X	\$4.95
Painters & Appr.			X	\$4.40 - \$4.75
<u>Health Service</u>				
Dental Assistant	X		X	\$4.05
Nurse's Aide	X		X	\$3.35
<u>Printing Trade</u>				
Bookbinders			X	\$3.50 - \$4.00
Typesetters			X	\$4.00
Pressmen			X	\$4.00
<u>Mechanics, Repairers</u>				
Office Mach. Rep.			X	\$3.75
Auto Body			X	\$3.75
Auto Mechanics			X	\$4.00
Small Appliance			X	\$3.75

TABLE 6

124

OCCUPATIONAL AREA (OCCUPATIONS)	ACTIVITY			EXPECTED PLACEMENT WAGE
	Individual Referral	Classroom Training	On-the-Job Training	
Nurse's Aide		x	x	\$3.65 - 3.85
Medical Secretary		x	x	\$3.65
Bookkeeper		x		\$3.50
Clerk/Typist		x	x	\$3.35 - \$4.00
Receptionist		x		\$3.50
Legal Secretary		x	x	\$3.65
Cooks		x	x	\$3.50
Pantry-goods makers		x	x	\$3.50
Weaver			x	\$4.25
Loom Fixer			x	\$3.75
Machine Operators		x	x	\$3.65+
Sheeter/Slitter Operator			x	\$4.00
Pressure Sensitive Coater Operator			x	\$4.00
Fitter A		x	x	\$4.42
Production Surface Grinder		x	x	\$4.25
Lather Operators		x	x	\$6.00
Offset Pressman			x	\$3.50
Computer Key punch		x	x	\$4.00
Key punch, Typesetting		x	x	\$3.40
Maintenance Mechanic			x	\$3.65

OCCUPATIONAL AREA		ACTIVITY		RATES	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<u>CONSTRUCTION INDUSTRY</u>					
Carpenter			X		5.24
Carpenter Helper			X		4.75
Bricklayer			X		5.50
Heavy Equipment Operator			X		8.25
Cost Estimator	X		X		6.80
Truck Drivers			X		5.75
Electrician			X		6.25
Plumber			X		6.25
Painter			X		5.50
Sheet Metal Worker			X		5.00
Roofer			X		5.25
<u>MANUFACTURING INDUSTRY</u>					
Production Packager			X		4.50
Assembler			X		3.85
Punch Press Operator			X		3.00
Tool & Die Makers			X		5.25
Machine Operator			X		5.00
Press Assistants			X		5.75
Mechanist			X		4.50
<u>SERVICE INDUSTRY (CONT'D)</u>					
Boat Builders			X		4.00
Billing Clerk			X		3.75
Welder			X		4.50
Upholsterer			X		5.25
Clerical	X	X	X		3.85
Vehicle Dispatcher			X		4.00
Small Engine Repairer			X		4.25
Refrigerator Mechanic			X		5.00
Clerk-Typist		X			3.85
Communication -					
Electronic Technician			X		5.50

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WHOLESALE & RETAIL INDUSTRY

	Industrial Pay Rate	Commercial Pay Rate	Professional Pay Rate	
Cook - Restaurant		X	X	\$5.50
Manager - Restaurant			X	6.00
Cook - Sort Order		X	X	5.50
Cashier			X	4.25
Butcher			X	8.00
Manager - Store			X	5.50
General Clerk	X		X	3.50
Bookkeeper	X			3.75
Oil Burner Installer	X		X	5.25
Automotive Mechanic			X	5.50
Body Repairer, Auto- motive			X	5.50
Truck Driver	X		X	6.25
Computer - Key Punch	X			5.25

SERVICE INDUSTRY

Maintenance Repairer			X	4.00
Nurses Aide	X			3.50
Orderly	X			3.50
Home Health Aide		X		3.50
L.P.N.	X			4.00
Secretary - Medical	X			4.20
Dental Assistant	X			4.50
Medical Assistant	X			4.50
Drafter	X			5.25
Civil Engineer	X		X	5.25
Architect	X			6.00
Surveyor	X		X	5.50
Surveyor Helper	X		X	4.00
Stenographer	X			4.25
Computer Programmer	X			5.25
Computer Technician	X			5.50
Costumologist	X			4.00
Barber	X			4.00
Secretary - Legal	X			4.00
Para - Legal Ass'ts	X			3.50
Fish Processor	X			4.00
Marine Mechanic	X			4.00
Energy Specialist	X			4.00

C.I.b.i.B. Classroom Training - Other Adult Basic Education

The purpose of this activity is to assist clients who have low academic grade levels in reading, writing and arithmetic. This activity is designed to eliminate a major barrier to employment faced by many target groups, that is, the lack of educational skills and lack of educational credentials. This activity makes it possible for clients to enter a high school equivalency course, to enhance their abilities to perform higher level jobs and enables them to enter certain training activities.

The actual design of Adult Basic Education programs vary from subgrantee to subgrantee. The majority of ABE programs are open-ended and individualized by the ABE tutors to meet the specific needs of participants. The average ABE programs lasts between 10 and 15 weeks with approximately 10-15 hours per week spent in the classroom. Adult Basic Education is usually offered to participants in combination with work experience. This combination addresses the additional barriers of lack of work history, poor work habits, and motivation.

In addition to increasing a participant's educational level, ABE programs build career awareness into the design. This career awareness and counseling helps participants clarify personal goals, perform self-assessment, make vocational choices, write resumes, learn interviewing skills and knowledge of job sources. Adult Basic Education also informs enrollees of apprenticeship programs, higher education scholarships and loans which might open a new range of possibilities for them. In addition to these skills, the ABE program intends to bring all participants up to the education level necessary to enter the GED program, or enroll in a training program which was previously inaccessible because of entrance requirements to obtain a job consistent with their career goals.

GED

The purpose of the GED program is to provide remedial education courses which are equivalent of subjects covered on the high school level and to prepare participants to successfully pass the examination for high school equivalency diploma. The topics covered are reading, English, social studies and sciences.

This activity is particularly appropriate for high school drop-outs over 18 who face discrimination in the labor market due to their lack of high school diploma. These same people are most likely to have limited work experience, low skill levels, lack of motivation and self-confidence. For these reasons, GED is offered to participants in conjunction with ABE and skills training.

Average duration in the GED activity is three days a week for three months. Participants in GED are offered the same career guidance and counseling as those described in Adult Basic Education.

The purpose of the Prime Sponsor's ESL effort is fivefold. First, ESL will provide the structurally-unemployed, non-English-speaking participant with enough basic conversational English to enhance his employability. Second, ESL will enable to non-English-speaking participant to advance his verbal and conversational skills to a level compatible with the achievement of his own career goals.

Third, ESL will enable the participant to identify potential abilities within him/herself and provide him with guidance in the formulation of his/her overall career goals. Fourth, ESL will aid the non-English-speaking participant to become more familiar with the English-speaking culture in which she/he finds him/herself without relinquishing the identity of his own native culture. Fifth, ESL will emphasize in a meaningful way the important issues which affect the non-English-speaking participant both as an individual and as a member of CETA target group.

Within the Prime Sponsor, ESL will be offered at three levels: beginning ESL, intermediate ESL and advanced ESL. No matter what the training level, participant advancement incentives and clear-cut performance evaluation criteria will be included in the design of each ESL component to insure that the participant receives a demonstrable amount of training during his term of service in CETA.

Participants will be exposed to conversational English throughout the ESL cycle. The Prime Sponsor has not set a specific student-teacher ratio for ESL, but the subgrantees will assign no more than 15 students to each ESL teacher. For the advanced level of ESL training, the ratio will be about 10 students per teacher.

Beginning ESL will stress introductory basic English conversation, with emphasis upon frequently-used English expressions, idioms, numbers, classroom objects, descriptive adjectives, occupational terms and colors. Assessment of verbal and communication skills will also take place at the end of this cycle. If the participant is shown to benefit from a mix of basic education with his ESL activity, he will be referred to a combined component.

The participant will also be exposed to other CETA job development efforts. In some subgrantees, beginning ESL participants will be offered a chance to participate in life skills seminars, career exploration seminars, self-esteem workshops and vocational counseling/individual referral sessions.

Intermediate ESL will continue to build upon the ESL participant's basic English vocabulary. He will be exposed to reading English for the first time. He will learn the basics of English grammar, including present tense verbs, nouns, noun possessives, primary sentence structure, imperative verbs, nouns possessives, primary sentence structure, imperative verbs, simple adjectives and adverbs, and conjunctions. He will also be taught to write simple English sentences. Assessment with possible referral to job development will take place at the end of this cycle.

Advanced ESL will concentrate upon perfecting conversational skills in English, studying more complicated forms of English grammar such as interrogatives split infinitives and subordinate clauses, and improving writing skills in English by means of written grammar exercises, short compositions and short reports on the books the

participant has read. Other topics to be covered during this cycle include irregular verbs, adverbs, punctuation, prepositions, capitalization, comparatives, superlatives, expressions of time, measurements and the past and future tenses. For reading material, the advanced ESL participant will be exposed to the daily newspaper and a number of reading primaries.

The Prime Sponsor considers ESL to be a "feeder" activity, a first step in a participant's service past that will ultimately lead him into unsubsidized employment in the private sector. The most common service paths to be made available to the ESL participant during FY'81 will be inter-program activity transfer into Classroom Training-Skills, Work Experience and OJT, plus inter-title transfer into PSE under Title IID and VI.

ESL training components across all subparts will maintain close linkages with Outreach, Recruitment, Intake and Assessment components through the Prime Sponsor during FY'81. New programs offered under ESL, designed by the individual subgrantees, will be referred to Intake so that the subgrantee can adjust its recruitment strategy accordingly. Outreach efforts will be made to match the programs offered. This will insure that the target group of limited English speaking enjoys the full range of employment training service that the Prime Sponsor has to offer. Subgrantee counselors will be kept informed of upcoming ESL class start dates. The counselors will have the prime responsibility of summoning the EDP team to assess the progress of new participants and to determine whether or not they would benefit from placement into an ESL component. Job developers will be kept abreast of ESL end dates so that the participants may be brought directly into job development seminars and workshops for their eventual indirect placement.

In addition to regular classroom training, ESL participants at all levels will be taken on field trips during which they may practice their newly earned language skills. The Prime Sponsor has a list of suggested outings, which include, but are not limited to nature trails, community organizations, local newspaper offices, post offices, DES offices, public libraries, zoos, county fairs, supermarkets, museums, department stores, banks and tourist attractions through the Commonwealth of Massachusetts. The purpose of these visits will be to help the ESL participant to become more at ease at sites of community interaction.

The Prime Sponsor will offer ESL services to participants with the express purpose of helping them overcome barriers to employment. The foremost of these barriers is a lack of community skills in English. Secondary barriers addressed by this activity include (1) lack of familiarity with worksites where English is the spoken and written language; (2) lack of knowledge as to what skills are necessary to the advancement of long- and short-term occupational and personal goals; and (3) unfamiliarity with the cultural milieu of the United States.

On-the-Job Training (OJT) involves the establishment of apprentice-style training slots within private industry in which CETA reimburses the employer for a portion of the training expenses during a specified period of time. OJT slots are developed with an emphasis upon systematic training in an occupation with positive growth potential with the local labor market, and provides incentive to industry to employ clients after completion of the training period.

The Balance of State Prime Sponsor's reimbursement formula for OJT is up to 50 percent of the participant's wages (but not fringe benefits) and is only used for training expenses over and above those which the employer would normally incur.

The methodology used to determine the duration of training has been established through utilization of the SVP guidelines. The fourth edition of the SVP codes has been required since September 1, 1978 (Specific Vocational Preparation Estimates for Occupations, U.S. Department of Labor, Dictionary of Occupational Titles, Fourth Edition.) The minimum allowable SVP level for OJT contracts within the Balance of State Prime Sponsor is an SVP of three.

The following conversion of SVP codes to maximum training hours are utilized by the Balance of State Prime Sponsor. The hours listed here are the maximum allowable hours of training for occupations at these levels. Under no circumstances does training exceed maximum allowable hours for the SVP code. Training may, however, be provided for fewer hours.

Level of Specific Vocational Preparation (SVP)	Maximum Allowable Hours of Training
3	525
4	900
5	1200
6	1500
7 Or Higher	1800

Client orientation, supervisory orientation, and counseling are mandatory. Client orientation is provided by the employer who is reimbursed by the subgrantee 100% of the clients hourly wage for those hours spent in orientation. The subgrantee also subsidizes the cost for supervisory orientation based on the hourly wage of the supervisor(s) being trained multiplied by the number of hours spent in orientation. The employer is reimbursed for the clients' non-productive time in counseling according to the clients' hourly wage multiplied by the non-productive time spent in counseling.

Job related education is not mandatory for all clients, however, some JRE may be necessary to enable the client to qualify for OJT. Employers may only be reimbursed for 100% of the cost for providing this component if the JRE given to clients is different from or above the level of that which is normally provided by the employer to regular employees. If JRE occurs during regularly scheduled work hours, the employer is reimbursed for 100% of the client's hourly wage. In addition, an hourly fixed fee may be charged to cover allowable training costs as outlined in 20 CFR Section 676.41.1(d).

If ESL is deemed necessary for the clients performance it is offered within the same limitations as JRE.

There are no special circumstances which would warrant a reimbursement level for OJT training costs higher than the 50% limitation.

C.I.b.i.D. Title II B In-school Youth Work Experience

The in-school work experience program is designed to provide economically disadvantaged youth between the ages of 14 and 22, who are currently enrolled in school and who are potential school drop-outs, low achievers, without motivation, and without developed talents and direction, a positive work experience, to encourage educational development, to enhance employability and vocational awareness, to stimulate career development, and to increase the labor force participation of these youth through securing unsubsidized employment. Special emphasis is directed at youth who are potential high school drop-outs. Many of the youth possess or face a combination of barriers to employment including age, lack of work history, lack of job skills, lack of knowledge of the labor market, and little if any actual career exposure. The necessity and value of punctuality, steady application to the task at hand, good attendance, following rules and regulations, appropriately relating to co-workers and supervisors as characteristics to be cultivated within youth are to be transmitted to these youth through exposure of the type that incentive laden work experience seeks to provide.

By offering a flexible, wide-ranging program of structured, well supervised work experience, assessment and orientation, personal and career counseling, supportive services, job placement services, and in some cases tutorial services, the program serves to enhance the development of these characteristics within participating youth, to provide broad career exposure, to develop marketable skills to build a work history, to develop job seeking skills, and to provide labor market orientation. Finally the Balance of State's programs seek to provide these youth with a basis for knowledgeably assessing their futures or to continue part time employment that will permit them to remain in school. The primary emphasis of these programs as administered through the subgrantees is to see youth continue their education while increasing this employability.

The primary activity is subsidized work experience for youth at public and private non-profit agencies. Career counseling, employability development planning, and job skills training are integral parts of the programs. (All participants work part time since they are enrolled in school.) Services provided include initial assessment, career assessment, orientation to CETA, orientation to the world of work, career interest testing, career education workshops and tours, and job development and placement services. Supportive services such as legal aid, transportation, child care, physical exams, and emergency aid are also provided. A number of subgrantees have developed, or are in the process of developing, one or more LEA agreements in order to further enhance the coordination of the delivery of services to participating youth. The development of LEA's has been specifically aimed at assuring the provision of academic credit in conjunction with local guidelines for work-study programs.

Upon completion of the program participants may be referred to Skills Training, OJT, PSE, AWE, YETP, and or the Summer Youth program. In most cases the participants continue participation through the Summer Youth Program since the average duration of the In-School Program is nine months and the primary emphasis is to see that youth remain in and complete school. The development of the employability plans is a primary function of program or school counselors and participant flow is determined in the development of the plan (outlined in the FY'81 Master Plan) which tailors the services available to the unique needs of each participant.

The plan also includes a supportive services needs assessment. The assessment, counseling sessions, and periodic re-evaluation of the EDP is a process in which the counselor assists the participant in identifying short and long-term goals and the steps required to achieve those goals and then assists the participant in achieving those goals. Potential or actual program drop-outs receive counseling and supportive services in an effort to resolve the problems affecting program participation and achievement of specified goals. EDP's are updated at least every 60 days. The EDP monitoring and updating process is described in detail in section 4.a.iii of the Master Plan. Forty to fifty participants/counselor is the maximum care load. Counseling also occurs in 2-3 hour group sessions. Counselors are responsible for ensuring that participants are not discriminated against during program participation, while intake is responsible for achieving the service goals established for target groups. Also counselors must inform each participant of his/her rights including grievance procedures.

Worksite agreements are developed on the basis of past experience with the worksite, clear provisions for adequate supervision of participants, availability of skill training at the worksite, past interest of youth in the type of work involved, assessability of the worksite, to public transportation, sensitivity of the worksite staff to the concerns and attitudes of disadvantaged youth, the presence of good role models on the staff of the agency, and the beneficial impact of the job to be performed. (Special consideration is given to worksites which provide non-traditional job responsibilities.) At each worksite an orientation is held detailing the roles and responsibilities as contained in the agreement. The agreements provide the basis for assessing the effectiveness of the program, along with participant assessment. Monitoring is an on-going activity and includes both desk-reviews and on site visits.

Recently, the Central Office undertook a serious examination of the high number of in-school youth enrolled in Title II B activities and the effect of such enrollment on II B performance indicators. As noted in the study of II B performance for FY'79, considerable II B funds are devoted to serving individuals who are not labor market participants and are not expected to enter the labor market in the near future. The practice of enrolling large numbers of in-school youth raises the positive termination rate, lowers the cost per positive termination, lowers the entered employment rate, and raises the cost per entered employment. To address this situation, the Prime Sponsor intends to implement the following on the dates indicated. These measures will continue to be in effect through FY'81.

- (A) Effective July 1, 1980, Subgrantees will begin the transfer of Title II B youth whose families are receiving welfare benefits into Title IV activities. Because of the earnings disregard clause associated with Title IV, these youth will benefit by such a transfer. The only exceptions to this policy will be for youth entering unsubsidized employment during this fiscal year. This process must begin on July 1, 1980 and be completed by September 30, 1980.

- (B) Effective July 1, 1980, no new in-school youth may be enrolled in Title II B activities. In-school youth currently enrolled in II B need not be terminated or transferred (unless they fall under category A above). As the number of in-school youth in II B decreases, expansion of services to out-of-school youth should occur.
- (C) Effective October 1, 1980, enrollment of new in-school youth in Title II B programs will be limited to high school seniors.
- (D) Effective FY'81 high school seniors may not be concurrently enrolled or transferred from Title II B programs to SYEP.

Subgrantees whose II B cost per entered employment in FY'79 was \$7,000 or less may be exempt from adhering to Section C of this policy. This exemption will apply only if the Subgrantee is able to demonstrate in their FY'81 plan an acceptable alternative strategy to being their cost per entered employment to a level of not more than \$5,000.

C.I.b.i.E. Work Experience - Other

Other work experience is designed for disadvantaged adults and out of school youth with significant employment barriers that include the lack of good work history, good work habits, basic job skills and low self-esteem. In adult work experience, through a mechanism of graduated stress within an actual work setting, containing high support and close supervision, participants are provided the opportunity to overcome barriers to employment. The purpose of this activity is to assist participants not yet ready for other employment and training services in becoming more competitive for less structured CETA activities (e.g., OJT, Classroom Training, PSE) and unsubsidized employment. This short term, high support employment and training program increases the participant's employability through occupational training remedial education, job seeking and survival skills workshops, career exploration, supportive services and actual work experience. Career exploration and skill development of an exploratory nature further determines a specific EDP for participants. Skill acquisition is measured by competency tests but largely through performance evaluations. Participant EDP's are monitored every sixty days.

Participants work in the public and private non-profit sectors on a part-time or full-time (20-40 hours per week) basis and are subsidized at a minimum wage. When Work Experience is used as a hold activity while slots in OJT or Skills Training are being developed for clients, the maximum duration of OJT is 30 days. Otherwise, the average duration of Work Experience is 6 months for clients who are not in school. Maximum participation for each participant does not exceed 1,000 hours in one year or 2,000 hours with five years.

Supportive services are provided on an as needed basis, determined by the participant and counselor, and include transportation, child care, emergency medical care, and legal services. Supportive services allow the participant to prepare for their own support service needs prior to completion of the program activity. Post termination services are provided if the participant needs supportive services after termination. A plan is developed by the counselor to identify and utilize community resources.

Out of School W.E.

Purpose: To provide employment and training services to those out of school youth between the ages of 16-22 who are most in need to enable them to secure unsubsidized employment in the public or private sector, and to enable them to obtain GED certification. High school drop-outs face a primary barrier in their lack of minimum educational credentials required for most employment opportunities. They also face an age barrier against which Balance of State employment and training services will be directed in a coordinated effort to provide these youth with demonstrated work habits, the acquisition of skills, knowledge of the labor market, and job seeking skills.

In recognition of the needs of specific target groups the Prime Sponsor has locally developed specific out-of-school work experience program targeted at welfare recipients, youth offenders, Hispanics, and handicapped youth. In one subgrantee supplementary classroom training is provided in the form of a combined activity to enhance the development of specific skills related to the job skills required in the performance of their subsidized work.

The primary activity for all out-of-school youth is subsidized employment in private public non-profit agencies. In addition to the work experience supplemental services are offered which include career and personal counseling on an individual and group basis, remedial education, GED preparation, vocational awareness and occupational education, survival skills workshop, job seeking skills workshops, job search workshops, and supportive services such as family counseling, legal aid, bonding, emergency aid, physical exams, child care and transportation.

The intake and assessment staff determine eligibility and develop a preliminary EDP for each participant. Counselors provide orientation and awareness of participant rights including grievance procedures. Subsequent to enrollment counselors assist the participant in developing a more detailed EDP which is reviewed with each consultation on individual progress. For more detailed information on the development of EDP's, see Section C.I.b.i.D. Individual counseling is provided at least every other week along with period group seniors.

The EDP itself is updated at least every 60 days. Every effort is made to secure academic credit for participating youth and to assist youth wishing to return to school. Further, in some instances higher than 12th grade educational opportunities to certain subjects are made available for participants whose interests and capabilities are determined as such at assessment and supported by counseling reports. Job development and placement services are made available to participating youth who are assessed as "soon to be job ready" in the update of their EDP's.

Nondiscrimination and the elimination of sex stereotyping are important facets of the Prime Sponsor's overall commitment to equal employment opportunity. In the design of the work experience component both males and females have opportunities to experience a variety of non-traditional occupations.

The average enrollment period for participants is 900 hours. As a result of on-going EDP reassessment many youth will terminate prior to the maximum limitation of 1000 hours. Out-of-school youth are highly encouraged to participate in other CETA programs which are specifically more skill development oriented. The primary options available to youth who successfully complete work experience and are not placed into meaningful unsubsidized employment are OJT and Classroom Training skill development. While in work experience participants will be compensated at the minimum wage level.

Worksites are developed on the basis of their ability to provide meaningful tasks and skill development, past performance as evaluated by the subgrantees, adequate provision of supervision, support of program objectives, and on the basis of adherence to federal, state, and local regulations.

C.I.b.i.F. Other Activities

The Prime Sponsor is not planning for any other activities to be operated during FY'81.

C.I.b.i.G. Services to Participants

The manpower services commonly provided through all subgrantees include:

Intake - to determine eligibility and gather information regarding place of residence, income, sex, ethnic group, veteran status, age, public assistance status. Includes initial assessment in some instances.

Outreach - notifying potential applicants to CETA through various veteran organizations, community based agencies, local media and social service agencies.

Orientation - explanation of CETA programs, participant rights and obligations grievance procedures, eligibility, income and nepotism restrictions (part of overall intake process).

Assessment - to assist the applicant in determining the barriers to employment, in determining long and short term career and educational goals, and planning how CETA activities and services can help to alleviate such barriers (employability development plan).

Job Development & Placement - to place "job ready" participants into unsubsidized employment. Development consists of employer selection, employer contact, analysis of job opportunities and development of appropriate jobs for participants. Placement is concerned with determination of client employability, matching and referring job ready participants into suitable positions; follow-up services are also provided.

Job search - as a sub-component of job development and placement, job search participant combine newly acquired occupational skills with personal awareness of the dynamics of the job market.

Services are provided to assist individuals (participants) in overcoming personal or environmental handicaps which inhibit their employability. It is the subgrantee's responsibility to adequately assess each participant's supportive service needs and identify ways to meet those needs. In most cases, Vocational Counselors, while preparing the Employability Development Plans with clients, will clearly determine client needs and outline the supportive services to be provided upon enrollment. They will also develop an itinerary for receipt of those services which corresponds to the clients' personal circumstances and employment and training schedule. Throughout enrollment, program counselors will monitor the clients' supportive service needs and make adjustments as appropriate.

The above manpower services are integrated with program activities based upon the participant's EDP. However, all participants receive intake, orientation and assessment before they receive other services. Other services (e.g., job development and placement) are provided as a result of or upon completion of CETA program activities.

Supportive services provided include health care, child care, transportation, resident support, counseling, referral for family or individual needs, legal referral (including bonding), and emergency aid. As part of the employability development planning process, support services needed are identified by the participant and his/her counselor.

Formerly, the Prime Sponsor set guidelines for provision of supportive services for all subgrantees. Due to the diversity of program design among subgrantees, and the increase in the cost of these services it has become necessary to change these guidelines for FY'81.

Subgrantees have been asked to develop a policy for provision of supportive services to be included in their FY'81 Plan. This policy should be comprehensive yet sufficiently flexible to insure that all participants in need of these services are accommodated.

Specific requirements for this policy have been established as part of the planning requirements. However, subgrantees must carefully consider the following issues in developing their supportive services policy.

- 1) Supportive services should be provided with the understanding that participants will not become dependent on CETA but that they will become self-sufficient and will be able to make their own arrangements by the time they complete their participation in CETA.
- 2) The deliverer of the supportive services should be carefully chosen in order to secure quality services at the lowest possible cost. Every attempt should be made to coordinate with other human service agencies in subgrantee areas to insure that duplication of services does not occur.

- 3) All participants should be apprised of the availability of supportive services although services should be provided only to participants who are without means to pay for such services themselves.

C.I.b.i.H Linkages with Vocational Education

The role of the Prime Sponsor in the delivery of training or services under the Governor's Grant differs from subgrantee to subgrantee. In general, however, the division of responsibilities is allocated as follows.

Subgrantees solely conduct eligibility determination and verification, and provide supportive services once need has been established.

The subgrantee and the training operator jointly perform outreach recruitment, referral and assessment. On occasion, the subgrantee augments the services of the training agency by furnishing counselors, monitoring staff and supplementary job development.

C.I.b.ii Upgrading

The Prime Sponsor recognizes that upgrading and retraining programs are a particularly effective vehicle for establishing new jobs and increasing employment opportunities among low-skilled, low-paid workers. While a number of subgrantees are continuing to explore the possibilities of developing upgrading and retraining activities in their catchment areas, one subgrantee, Newton, has submitted plans to operate an upgrading program using \$115,345, 6% of its program allocation.

The Newton subgrantee has adopted the eligibility criteria set forth in Section 675.5-3 of the Federal regulations. The manner in which such eligibility is determined and verified is described in detail in Section 7.b.iii of our Master Plan. Eligibility workers for Title IIC, however, must attend to additional details such as duration and nature of present employment.

The subgrantee plans to serve approximately 20 people in its upgrading program. The planned services to target groups is consistent with the program emphasis it has established for the OJT component, and is as follows:

<u>Target Group</u>	<u>Total % to be Served</u>
Women	50%
Older Workers	5%
Youth	10%
Minorities	17.5%
P.A. Recipients	25%
Offenders	7%
HSDO	10%
Displaced Homemaker	15%
Single Parents	22%
Handicapped	10%
LES	18%
Veteran	2.5%

Criteria for choosing occupations and employers for upgrading include: low turnover occupations, high net demand occupations which provide sufficient current or anticipated job openings for continuous employment, high skill-level occupations for which prior training is necessary to gain employment, opportunity for

career growth and/or increased earnings potential, and occupations which offer steady year-round employment. Other considerations are benefits offered to employers, opportunity to transfer learned skills to other jobs, and wages competition, with industry norms.

The priority occupations for upgrading in the Newton area are primarily technical: test technician, computer technician, programmer, and drafter. Total number of training hours is determined by the skill level of the occupation through utilization of the SVP guidelines (see Section C.I.b.i.C for further details). The number of training hours per week is determined by the worksite as is the type and amount of direct supervision. Most upgrading sites will be small to medium-sized companies which allow for closely supervised training.

C.I.c.iv

The funding available under Title IV is used to supplement rather than replace the opportunities available for youth under Title IIB, IID, and VI. The program effort to youth (under 22 years of age) has been adjusted to 54%. All subgrantee plans are reviewed upon submission for maintenance of effort violation. Once an approved level of service to youth has been agreed upon, subgrantee programs are monitored by affirmative action staff to ensure compliance with planned service goals.

To
9/30/81

☐ II - B,C ☐ II - D ☐ VI ☐ VII

☐ III (Specify) _____

☐ IV (Specify) _____

☐ Other (Specify) _____

ETA 2202 (Apr. 19

BUDGET INFORMATION SUMMARY

CONTRACT KEY																												
Proj. Code		Reg.	S.	F.Y.	Project Number		Subl. Proj. No.	Comp. Costo	Mod. No.	MOD. DATE						Mod. No.												
											M	M	D	D	Y	Y	M	M	D	D	Y	Y						
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

[illegible]

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25
1. PLE or Obligations	G	3	26	17,567,045					G	3	26	17,567,045					G	3	26	17,567,045				
2. Total Projected Expenditures by Program																								
a. Classroom Training, Prime Sponsor			35	4,765,831																				
b. On-the-Job Training			44	2,628,789																				
c. PSE			53	636,355																				
(1) Subsidized Employ. (Wages/Fringes)			62																					
(2) Train. (Wages/Fringes or Allow.)			71																					
(3) Services to Participants	G	4	26						G	4	26						G	4	26					
(4) Other Activities			35																					
d. Career Employment Experience			44	1,127,869																				
e. Services to Participants			53	360,557																				
f. Other Activities			62																					
g. Career Employment Experience	G	6	26						G	6	26						G	6	26					
h. Transition services			35																					
i. Vocational Exploration Program			44																					
j. Summer Enrollment			53																					
k. Protected Expenditures of Non-Fed. Fund			62																					
l. a. Upgrading			71	12,261																				
m. Retraining	G	6	26						G	6	26						G	6	26					

NOA	19,174,000
less 20% Admin	3,834,800
NOA Program	15,339,200

NOA Program	15,339,200
plus carry in	2,227,845
Program Total Availability	17,567,045

ETA 5145 (May 1980)

- IV. A Summary of Subrecipients and Contractors represents a partial listing of providers for FY'81. A complete listing will be forwarded upon availability of necessary information.

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL

Quincy CETA Subgrantee

SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. XX b. D.C.

c. () III (Specify)

d. () IV - VETP

e. () II - D

f. () VII

g. () Other (Specify)

4. SUBRECIPIENT OR CONTRACTOR

5. TYPE OF AGENCY
OR
ORGANIZATION6. TYPE OF ACTIVITY,
SERVICE OR FACILITY
TO BE PROVIDED

7. TOTAL BUDGET

8. DURATION OF ACTIVITY/
FINANCIAL AGREEMENT

PMDA, Inc.

Private for
Profit
Training
OrganizationClassroom Train-
ing (Skills)

\$628,000

12 months

NOPCO, Inc.

Private for
Profit
Training
Organization
(Business)Classroom
Training (Skills)

\$260,000

12 months

OMB Approval No. 44-11655

1. GRANT NUMBER

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL

SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. ☒ I - B.C. b. ☐ II - O c. ☐ III (Specify)
d. ☐ IV - YETP e. ☐ V f. ☐ VII g. ☐ Other (Specify)

4. SUBRECIPIENT OR CONTRACTOR

5. TYPE OF AGENCY
OR
ORGANIZATION6. TYPE OF ACTIVITY,
SERVICE OR FACILITY
TO BE PROVIDED

7. TOTAL BUDGET

8. DURATION OF ACTIVITY/
FINANCIAL AGREEMENT

GREENFIELD ZETA

SUBGRANTEE

INTAKE

10/1/80 - 9/30/81

\$ 47,127

FOCUS
(Assessment)

\$ 16,942

10/1/80 - 9/30/81

ABE/GED

\$ 7,550

10/1/80 - 9/30/81

Instruction

B.E.S.T.
(CLASSROOM TRAINING)
(Basic Education)

\$ 28,221

10/1/80 - 9/30/81

AWE

\$ 139,037

10/1/80 - 9/30/81

OJT

\$ 183,918

10/1/80 - 9/30/81

CRT
Skills Training

\$ 13,523

10/1/80 - 9/30/81

YWE
Out of School

\$ 56,170

10/1/80 - 9/30/81

YWE
IN School

\$ 48,448

10/1/80 - 6/30/81

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL Chelsea CETA Subgrantee		3. TYPE OF PROGRAM ("X" one)			7. TOTAL BUDGET		8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT	
4. SUBRECIPIENT OR CONTRACTOR		5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED	7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT			
Bunker Hill Community Coll.	educational	C.T. Skills	22,187.	11/1/80 - 12/30/80				
CAPIC	CB0	Basic Ed.	318,843.	11/1/80 - 9/30/81				
Dept. of Emp. Security	Employment	OJT	135,427.	11/1/80 - 3/31/81				

OMB Approval No. 44-019-0

1. GRANT NUMBER

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

FIA 2101 (May 1980)

D. Title II, Part D - PSE

D.I.a.

Title II D

a. Results and Benefits

i. Performance and Placement Goals as listed on the PPS.

The Prime Sponsor will serve 2946 participants in Title II D activities, of whom 959 will be carried over. Because the bulk of FY'80 participants will have reached their 18 month maximum participation limitation before the beginning of FY'81, the Prime Sponsor will be able to utilize a substantial portion of its FY'81 II D funding for new hires, who will constitute 67% of the total to be serviced.

Title II D

Total served	2946
Total terminated	1767
Transfers to other subparts	176
Positive Terminations	1141
Number Entering unsubsidized employment	858
Number Indirect Placements	858
Number of Indirect through Sponsor Placements	636

In keeping within Prime Sponsor's policy of maximizing placement as an outcome from each Title, relatively few Titles II D participants (10% of total terminations) are expected to transfer to other Titles or subparts upon completing their enrollment in the Title.

ii. Relationship to the Secretary's Performance Standards

The Prime Sponsor's performance goals are consistent with those set by the Department of Labor. Our planned positive termination rate is 65%, which is virtually the same as both the regional and national second thirds for this indicator. Our anticipated entered employment rate (terminations less transfers) is 54%, which is also nearly the same as both the regional and national second thirds for the indicator.

Both rates show incremental improvement over the corresponding FY'79 base grant review period.

<u>Actual FY'79 Performance</u>	<u>Planned FY'80 Performance</u>
Positive Termination Rate 55%	65%
Entered Employment Rate 41%	54%

Title IID

D.I.b. Approach

i.A. During the upcoming fiscal year, the BOS Prime Sponsor will continue its efforts toward providing adequate training opportunities to Title IID participants. These opportunities will be provided in a variety of modes including:

- 1) Full-time training distinct from regular IID PSE activities.
- 2) Full-time training sequential to Title IID PSE
- 3) Part-time training in combination with a Title IID PSE Activity.

The training to PSE participants will occur as a classroom training activity, and in many cases, techniques in job-search will be offered as a supplement. The overall intent of the training process will be to afford the structurally unemployed needed job preparation and skills development. This will facilitate a successful transfer of the participants' CETA experience into viable private sector employment. Along with opportunities for remedial education (ABE, ESL), the Prime Sponsor, through its subgrantees, will provide skills training to individuals who need to refine or stabilize job skills directly related to the PSE job they currently hold. The training provided will also be seen as fulfilling needs outlined in Employability Development Plans. This will ensure that those most in need of training, and those in key target groups (e.g. women, minorities, veterans) will be serviced by the training component when appropriate.

During FY 81, the Prime Sponsor via the Subgrantee structure will offer a range of basic supportive services to Title IID participants. These include: 1) health and medical services, 2) child care 3) transportation aid, 4) emergency aid, 5) legal services. Other services can be developed optionally at the Subgrantee discretion. A comprehensive plan for supportive services is being developed at the individual Subgrantee level, and will be reviewed and monitored by the Central Office.

It is anticipated that a relatively small percentage of IID funds will be allocated to IIB like activities for non-PSE participants. This percentage may increase depending upon final resource allocation for Title IIB, as more IID monies may be used to supplement training and service availability of IIB-like activities.

The types of training opportunities for non-PSE participants will include skills training, work experience and some related "basic skills" and job factory type activities. A breakdown of planned non-PSE enrollments is presented below.

<u>Program Type</u>	<u>Subgrantee</u>	<u>Planned Enrollments</u>
<u>Work Experience</u>		
o AWE	Chelsea	69
o AWE; YWE O/S	Quincy	273
o Special AWE Program	Taunton	92
Targeted at substance abusers	Total	434
<u>Classroom Training, Other</u>		
o ABE/GED; pre-vocational education	Hopedale	56
o Job Seeking Skills	Newton	8
	Total	64
<u>Skills Training</u>		
Computer Programming; IR	Hopedale	50
	Total	50
II B Type Activities Grand Total		548

- i.B. The BOS Prime Sponsor will allocate 20% of its IID PSE resources to provide training as per Section 232(b)(2) of CETA.

A Total of 1799 PSE participants will be enrolled in Structured Training programs.

The specific types of training to be provided are listed below:

Training

<u>Program Type</u>	<u>Subgrantee</u>
<u>ABE/GED</u> (full time & part time)	Chelsea, Greenfield Marlboro, Lawrence, Malden Newton, Quincy, Southbridge, Taunton
<u>ESL</u> (full time & part time)	Chelsea, Marlboro, Lawrence, Malden Newton, Taunton, Southbridge

Part-Time Skills TrainingSubgrantee

.. clerical/office related	Greenfield, Marlboro, Newton, Southbridge
.. Class II liscense	Gardner, Southbridge
.. adolescent counsellor	Greenfield
.. health-related	Greenfield

Up-Front Skills Training

.. clerical	Lawrence, Northampton
.. computer operator	Lawrence
.. culinary arts	Lawrence
.. health-related	Lawrence
.. energy conservation	Lawrence

Individual Referral

Gardner, Greenfield, Lawrence, Malden
Newton, Norwood, Taunton, Yarmouth

Tuition payment for courses
offered at other training and
educational institutions

Chelsea, Greenfield, Marlboro
Quincy, Gardner

Pre-vocational/pre-employment workshops

Chelsea, Greenfield, Marlboro
Newton, Quincy

In order to ensure that a minimum expenditure of 20% of PSE funds is spent on training, the Prime Sponsor will rely upon both review of Subgrantee plans and on-going monitoring.

In order to obtain approval of their FY'81 plans, all subgrantees are required to provide specific indications of how they will meet the 20% training requirements in Title II D, including planned numbers of enrollments in training activities, and work statements describing the type of training to be provided, and the content and duration of training programs.

In addition, the Grants Management Unit of the Prime Sponsor Central Office will review II D expenditures by cost category and activity on a monthly basis to ensure that 20% of PSE funds are spent on training, and the Operations Unit will monitor enrollments in PSE training as a part of its monthly and quarterly reviews of Subgrantee PSE programs.

It is anticipated that greater use will be made of the community college structure in the state for provision of classroom training opportunities, utilizing the individual referral mode for participants.

The PSE participants who will receive training will be recommended and directed through the entire assessment and EDP development process. Upon enrollment in CETA, training options and opportunities will be presented to participants with the importance of training stressed and outlined by counselors. Participants needs will be assessed on an individual basis, with efforts made to enhance skill level, proficiency, and marketability of clients in the private sector economy. It is anticipated that the majority of PSE participants will receive either training or services during the course of their CETA enrollment.

- ii. All participants enrolled in Title IID activities in September 30, 1980 will be maintained through FY'81 for the duration of their scheduled tenure with CETA.
- iii.A. The Prime Sponsor will ensure via Subgrantee Administration that the requirements of Section 103 (b) (10) of CETA are met. Occupational Summary Formats collected in FY'80 indicated that salaries and fringe benefits for all occupations funded under PSE were on complete par with similar public occupations. The average annual wage for the Balance of State PSE will range from \$7665 to \$8,618. Through regular monitoring and quarterly evaluation, subgrantee compliance with both wage requirements and comparisons will be continually assessed. For a detailed description of these monitoring procedures, see the Balance of State FY'81 Master Plan, PP. 206-209. It should be noted that with the large scale termination of all PSE participants hired before annual wage provisions became fully effective the types and quality occupations coming under PSE activity will be subject to change from prior fiscal year.
- iii.B. Level of employment charts are attached as appendices.

NOTE:

The attached Level of Employment Formats apply to PSE positions filled in both Titles IID and VI, and supply the required information regarding employing agencies.

Chelsea

SEE WORK STATEMENT FORMAT

-274-

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF EMPLOYEES IN FY '79	# OF EMPLOYEES IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Revere								
Revere Community Health Education Center	2	30	NA	NA	NA		NA	
Revere School Department	5	500	NA	NA	NA		NA	
Revere Health Center	1	10	NA	NA	NA		NA	
Revere Housing Authority	1	0	NA	NA	NA		NA	
Revere Chamber of Commerce	1	2	NA	NA	NA		NA	
Revere Boys' Club	1	4	NA	NA	NA		NA	
CRM Home Care	1	37	NA	NA	NA		NA	
Revere League for the Retarded	1	0	NA	NA	NA		NA	
Revere Collectors' Office	1	6	NA	NA	NA		NA	
Revere Auditors' Office	1	6	NA	NA	NA		NA	
Revere Elderly Affairs	3	2	NA	NA	NA		NA	

PER WORK STATEMENT FORM

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Winthrop								
Winthrop School Department	2	367	NA	NA	NA		NA	
Winthrop Town Hall	2	39	NA	NA	NA		NA	
Winthrop Police Department	1	37	NA	NA	NA		NA	
Winthrop Parks Department	2	10	NA	NA	NA		NA	

PER WORK STATEMENT FOR/AT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF EMPLOYEES IN FY 1979	# OF EMPLOYEES IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Chelsea								
Chelsea Summer Expression	4	2	NA	NA	NA		NA	
Chelsea Housing Authority	1	26	NA	NA	NA		NA	
Chelsea Building Department	2	82	NA	NA	NA		NA	
Chelsea Stadium	2	2	NA	NA	NA		NA	
Chelsea Police Department	7	82	NA	NA	NA		NA	
Chelsea School Department	1	400	NA	NA	NA		NA	
CAPIC Weatherization	7	25	NA	NA	NA		NA	
Soldiers' Home	2	575	NA	NA	NA		NA	
YMCA	1	3	NA	NA	NA		NA	
CAN	2	26	NA	NA	NA		NA	
Chelsea CETA Main Office	31	64	NA	NA	NA		NA	
Training Center	13	64	NA	NA	NA		NA	

Gardner

JOE

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PHOTOGRAPH	
	CETA	RR-CITTA			#	DURATION	#	DATE
No. Cent. Mass. Friends of Retarded	1-II	51	none	none	none		none	
No. Cent. Mass. Mental Health Ctr.	3-VI 1-II	175	none	none	none		none	
Salvation Army Fit.	2-II	2	none	none	none		none	
Fitchburg Spanish Center	4-II	2	none	none	none		none	
Wallace Civic Cent.	2-IV	5	15/recalled	7/2 recalled	2	5/79-8/79 5/31/80- 8/20/80	2	5/79-8/79 5/31/80- 8/20/80
Leominster CAC (MOC)	1-II	2	none	none	none		none	
United Neighbors of Cleghorn MOC	2-II	7	none	none	none		none	
Quaboag Legal Assistance, Inc.	1-II	1	none	none	none		none	
Worcester County Ext. Service	7-VI	22	none	none	none		none	
LUK, Inc.	1-II	23	none	none	none		none	

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROFESSIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
City of Fitchburg Parks Wire Dept. Library Council on Aging	1-II 1-II 2-II 1-II	504	none	none	all positions	June 10 1980 ongoing	all positions	June 10 1980 ongoing
Barre (Town Hall)	1-II	14	none	none	none		none	
Hardwick Council on Aging	1-II	12	none	none	none		none	
Stetson School Barre	1-II	42	none	none	none		none	
Leominster Multi-Service Center	2-II	5	none	1	none		none	
Voluntary Action Center	1-II	1	none	none	none		none	
Montachusett Alcoholism Comm.	1-II	0	none	none	none		none	
Catholic Social Services, Fitchburg	1-II	23	none	none	none		none	

Don Anderson

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Armed Forces YMCA Ayer	5-VI	1	none	none	none		none	
Town of Harvard	1-II	40	none	none	none		none	
Henry Heywood Mem. Hospital	3-II	550	none	none	none		none	
Lancaster School Dept.	2-II	75	none	teach. 7/80 due to enroll. drop	none		none	
City of Leominster	1-II	357	none	none	none		none	
Municipal Police Institute	1-II	15	1/79 ④ due to grant expire.	none	none		none	
Nashua River Watershed Assoc.	2-II	4	none	none	none		none	
Town of Templeton	3-II			Hwy. Dept. ③ 6/8 ③ CETA Emp. VI June 27				
Town of Westminster	3-II	62	none	none	none		none	

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Battered Women	7-VI	0	none	none	none		none	
Winchendon Housing Authority	1-II	7	none	none	none		none	
Winchendon C.A.C.	1-II	1	none	none	none		none	
Gardner/Athol Mental Health	1-II	47	none	none	none		none	
Council on Aging	2-II	1	none	none	none		none	
Gardner C.A.C.	1-II	2	none	none	none		none	
Gardner Visiting Nurses	1-II	12	none	none	none		none	
Winchendon School	1-II	225	none	none	none		none	
R. H. I.	3-II	67	none	none	none		none	

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Montachusett Reg. Planning Com.	10-VI	13	none	none	none		none	
Montachusett Home Care	I-II	25	none	none	none		none	
Center for Brain Injured Children	1-II	16	none	none	none		none	
Ashby Country Hill School	5-VI	5	none	none	none		none	
Cushing Academy	1-VI	103	1	none	none		none	
J.R. Briggs Elementary School	1-II	60	none	none	none		none	
North Middlesex Reg. School Dist.	3-II	500	none	3	yes	Nov. 26, 1979 - ?	none	
Registry of Deeds	1-II	8	none	none	none		none	
Y.M.C.A. Fitchburg and Leominster	2-II	17	none	2	yes	Jan 1st to present	none	

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FIDUCIARIES	
	CETA	HOH-CETA			#	DURATION	#	DURATION
Clinton Hospital	1 - II	250	0	0	0	0	0	0
Clinton Chamber of Commerce	2 - II	1	0	0	0	0	0	0
Clinton Town Hall	3 - VI	175	0	0	0	0	0	0
Clinton School	1 - II	210	0	0	0	0	0	0
Janus Projects	1 - II	2	0	0	0	0	0	0
M.O.C.	5 - II 9 - VI	285	0	0	0	0	0	0

Greenfield

PSE WORK STATEMENT REPORT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	Hiring Freezes		Promotional Freezes	
	CETA	NON-CETA			#	DURATION	#	DURATION
Reading Nurse, Ocean	1	2	NO	NO	NO	NO	NO	NO
YM.C.A.	1	10	"	"	"	"	"	"
Town of Phillipston	1	6	"	"	"	"	"	"
Dept of Public Welfare - Attn	1	300+	"	"	"	"	"	"
Revenue Industries	2	6	"	"	"	"	"	"
F.L. Charities of Commerce	1	5	"	"	"	"	"	"
N.E.L.L. W.T.T.	3	10	"	"	"	"	"	"
F.L. Regional Housing	3	7	"	"	"	"	"	"
Teacher Community	1	1	"	"	"	"	"	"
SEFT, Inc.								
F.L. Home Health Care	1	60	"	"	"	"	"	"
McKausby Reg School	2	100	"	"	"	"	"	"
Mass. Dept. of Commerce & Development	1	49	"	"	"	"	"	"
Economic Planning & Admin.	2	12	"	"	"	"	"	"
Mass. State Police Dist.	1	60	"	"	"	"	"	"

PSE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Unemployed Public Schools Montgomery Public Schools	8	31	NO	NO	NO	NO	NO	NO
Unemployed Board	1	2	"	"	"	"	"	"
NE. Appropriate Technology Network	1	2	"	"	"	"	"	"
Franklin County Public Sch.	2	350	"	"	"	"	"	"
Montgomery School System	1	101	"	"	"	"	"	"
FL Arts Council	1	4	"	"	"	"	"	"
F.L. Association for Public Citizens	2	20	"	"	"	"	"	"
F.L. Technical School	1	105	"	"	"	"	"	"
Orange Park Care	1	4	"	"	"	"	"	"
Montgomery High Sch.	1	17	"	"	"	"	"	"
Montgomery Public Sch.	4	10	"	"	"	"	"	"
Montgomery Public Sch.	1	in Substate	"	"	"	"	"	"
MT Dept. of Education	1	20	"	"	"	"	"	"
Orthal Public Sch.	1	100	"	"	"	"	"	"
Town of Orange	1	100	"	"	"	"	"	"
Swift Pine Schol Dist.	1	100	"	"	"	"	"	"
Orthal Public Sch.	1	15	"	"	"	"	"	"
Shattuck Elementary School	1	20	"	"	"	"	"	"
Montgomery Public Sch.	1	70	"	"	"	"	"	"
Frederick/Henry County	1	5	"	"	"	"	"	"
Montgomery Public Sch.	1	10	"	"	"	"	"	"

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Albion Housing Authority	1	8	NO	NO	NO	NO	NO	NO
University of Mass Amherst	1		"	"	"	"	"	"
Franklin County Real Est. Co.	3	3	"	"	"	"	"	"
B-L-S School District	1	55	"	"	"	"	"	"
Franklin County Detention Dept.	1	10	"	"	"	"	"	"
Revere Court. School	1	25	"	"	"	"	"	"
Marine Comm. School	1	6	"	"	"	"	"	"
Franklin County Planning Dept.	1	10	"	"	"	"	"	"
Stoughton Town. Sch.	3	6	"	"	"	"	"	"
Greenfield Comm. Sch.	5	1004	"	"	"	"	"	"
Town of Springfield	1	45	"	"	"	"	"	"
Fla Comm. Mental Health Ctr.	2	25	"	"	"	"	"	"
Town of Chatham Sch.	1	5	"	"	"	"	"	"
Mass Regional Public Health Serv. Agency	1	6 in Subchapter	"	"	"	"	"	"
F. Comm. Deten. Corp.	20	55	"	"	"	"	"	"
Bay State Co. / Bay Dist.	1	0	"	"	"	"	"	"
Mass Dept. Pub. Works	1	3001	"	"	"	"	"	"
Lynn Pl. Elem. School	1	4	"	"	"	"	"	"
Mass. High. Register	1	3001	"	"	"	"	"	"

Hopedale

PSE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HITTING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Tn. Blackstone	4	12						
Pitt. Valley								
Rock. Guid.	1	12						
Tn. Douglas	2	6						
Tn. Hopedale	3	43						
H. Cate	3	42						
Millford Adult								
Programme	2	15						
Tn. Millford	3	60						
Millford PS	3	459						
Tn. Millville	4	2 FT 25 PT						
Mill. CoA	3	0						
Tn. N. Bridge	2	70						
Mill. PS	4	295						
Wotton CoA	2	0						
Mill. CoA	1	0						
Tn. D. Mill	1	22						

USE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS III FY '79	# OF LAYOFFS III FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Vada	8	31						
Millard VNA	1	60						
Tri. River Hoon	1							
Reg. miv	2							

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROJECTIONS	
	CETA	NON-CETA			#	DURATION	#	DURATION
1. GLCAG, Inc. Lawrence	21	80	0	0	In Progress		11/5	
2. CAT, Inc. Haverhill, Ma.	5	50	0	0				
3. IGH Rehab. Lawrence, Ma.	6	76	0	0				
4. GLEAM Lawrence, Ma.	2	80*	Volunteer Organization		N/A			
5. HECCO Haverhill	5	320*	0	0	N/A			In Progress
6. Latinos Unidos Haverhill	3	3	0	0				
7. Bradford College Haverhill, Ma.	-	-	0	0				
8. Mouth of the River Cooperative Newburyport	2	3	0	0				
9. Boy's Clubs Lawrence and Haverhill	12	10	0	0				
10. Salvation Army Lawrence and Haverhill	1	16	0	0				
11. Turning Point Newburyport	3	10	0	0				

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
1. Lawrence District Court	7	78	0	0	In Progress		None	
2. Haverhill District Court	0	74	0	0	In Progress			
3. Amesbury District Court	0	52	0	0	In Progress			
4. Newburyport District Court	0	36	0	0	In Progress			
5. Lawrence Superior Court	0	60	0	0	In Progress			
6. Lawrence Welfare Office	11	106	0	0	In Progress			
7. DES Lawrence	0	74	0	0	In Progress			

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
1. Lawrence	225	1150	0	0	* See Attached Note	* See Attached Note	* See Attached Note	
2. Haverhill	76	806	0	0	Yes (1) In Progress	In Progress	In Progress	
3. Methuen	54	440	0	0				
4. Newburyport	20	460*	0	0	Yes In Progress	In Progress	In Progress	
5. Andover	6	320*	0	0	* See Attached	* See Attached	* See Attached	
6. No. Andover	0	350*	0	0	* See Attached	* See Attached	* See Attached	
7. Groveland	4	280	0	0				
8. Amesbury	10	260	0	0				
9. Merrimac	1	260	0	0				
10. Salisbury	6	220	0	0				
11. Newbury	4	210	0	0				
12. West Newbury	0	200	0	0				
13. Boxford	0	200	0	0				
14. Rowley	0	200	0	0				
15. Georgetown	0	300	0	0				
		↑ Includes School Dept.	No Layoffs	No Layoffs				

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
1. Bon Secours Methuen	1	800	0	0	None		None	
2. Lawrence General Hospital	1	820	0	0	None		None	
3. Halo Hospital Haverhill	4	250	0	0				
4. Anna Jacques	2	108	0	0				
5. Amesbury Hospital Amesbury	-	62	0	0				

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PRODUCTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
VIA Concord								
Recreation	1	2	none	none	none	none	none	none
Framingham								
Army	1	3						
Baypath	2	22						
Danforth	2	6						
Reed Academy	1	6						
Hudson								
Boys Club	1	10						
Admin Assistant	1	2						
Marlboro								
Assessors	1	6						
Community Dev	1	14						
Clinic	1	50						
Maynard								
DPW	1	23						
Natick								
Schools	1	16						
Mayland								
Library	1	25						

PSE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
VI B Projects								
Framingham								
Weatherization	1	25	none	none	none	none	none	none

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>IID Acton</u>								
Fire Dept	1	34	none	none	none	none	none	none
School	1	2	"	"	"	"	"	"
<u>Ashland</u>								
AECC	2	1	"	"	"	"	"	"
Youth Commiss	1	3	"	"	"	"	"	"
<u>Concord</u>								
Natural Resource	1	2	"	"	"	"	"	"
Refuge	2	7	"	"	"	"	"	"
<u>Framingham</u>								
ARC	2	10	"	"	"	"	"	"
Assessors	1	12	"	"	"	"	"	"
Baypath	4	20	"	"	"	"	"	"
Callahan Sr.	1	14	"	"	"	"	"	"
*Civil Defense	1	45	"	"	"	"	"	"
*College	1	350	"	"	"	"	"	"
Danforth	2	6	"	"	"	"	"	"
Keefe	1	232	"	"	"	"	"	"
state position								

USE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>IID Fram Con't</u>								
Kennell	3	5	none	none	none	none	none	none
Learning Center	1	45						
Trinity Mental	2	55						
Pearl St. House	1	15						
Police Dept	1	108						
SMOC	1	100						
Wildflower	3	7						
WRC	1	2						
Youth Guidance	1	61						
New Perspectives	1	10						
<u>Holliston</u>								
Park Dept	3	5						
School Dept	1	270						
<u>Mopkinton</u>								
Water Department	1	4						
<u>Littleton</u>								
Park Department	1	14						

PSE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROBATIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
LID Marlboro								
Auditors	1			none	none	none	none	none
CETA Building	17	83						
Clinic	2	37						
Council Aging	1	9						
Court	1	9						
SMOC Day Care	2	16						
DPW	2	95						
Fire Dept	1	54						
High School	1	600						
Hospital	1	20						
License Comm	1	3						
Redevelopment	1	2						
LID Maynard								
Boys Club	1	7						
Chamber Commerce	1	1						
Community School	1	9						
DPW	2	23						
Recreation	1	3						

USE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
II Natick								
Schools	1	16	none	none	none	none	none	none
VIA	2	12						
YWCA	1	20						
Walnut Hill	1	61						
Southboro								
Youth Commission	1	2						
Sudbury								
Just Kids	1	2						
Willow Hill	2	15						
Wayland								
Library	1	25						

U.S.P. Table II & VI Single Plot

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYERS IN FY '74	# OF LAYERS IN FY '80	NUMBER OF LAYERS		TOTAL
	CETA	NON-CETA			#	1977	
Action for Children's T.V.	1	17	0	0	0	0	0
Boston College Campus School	5	25					
Boy Scouts of America-Norumbega Council	1	5					
Brandeis Univ.	1	3644					
Carroll Center for the Blind	5	37					
Community Service Ctr. of Newton	1	215					
Combined Jewish Philanthropies	12	70					
Boston Ctr. for Independent Living	2	24					
Jewish Community Ctrs. of Greater Boston	2	400					
Theatre at the Square	2	7	0	0	0	0	0
Eunice Kennedy Shriver	2	247					
	1	1					

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	DURING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
TITLE VI-A								
CANTON	1	N/A	None	None	None	None	None	None
Memorial Hall								
DEDHAM	4	"	"	"	"	"	"	"
Dedham Courts								
MEDWAY	1	"	"	"	"	"	"	"
DPW								
MILLIS	1	"	"	"	"	"	"	"
DPW								
NORWOOD	1	"	"	"	"	"	"	"
DES								
CHENDELL	1	"	"	"	"	"	"	"
Town Hall								
PLAINVILLE	2	"	"	"	"	"	"	"
Police/ Fire Dept.								
WALPOLE	2	"	"	"	"	"	"	"
YMCA	5	"	"	"	"	"	"	"
NORWOOD CETA	1	"	"	"	"	"	"	"
Self-Help, Brockton								
PROJECTS								
No project worksites until RFP's are submitted.								

PSR WORK STATEMENT FORM Title II-D

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HURTING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>NORWOOD (continued)</u>								
Pupil Personnel Dept	1	N/A	None	None	None	None	None	None
<u>MILLIS</u>								
Public Schools	1	"	"	"	"	"	"	"
<u>MEDWAY</u>								
Jr./Sr. High School	3	"	"	"	"	"	"	"
<u>SHARON</u>								
S.O.S.	1	"	"	"	"	"	"	"
<u>WALPOLE</u>								
YMCA	2	"	"	"	"	"	"	"
<u>NORWOOD CETA</u>								
Self-Help, Brockton	9	"	"	"	"	"	"	"
	1	"	"	"	"	"	"	"

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	Ongoing Freezes		Proportional Freezes	
	CETA	ROH-CETA			#	DURATION	#	DURATION
<u>BELLINGHAM</u>								
Town Hall	1	N/A	None	None	None	None	None	None
Council on Aging	1	"	"	"	"	"	"	"
Valley Adult Counseling	2	"	"	"	"	"	"	"
Public Schools	1	"	"	"	"	"	"	"
<u>CANTON</u>								
Mass. Hospital School	1	"	"	"	"	"	"	"
<u>DEDHAM</u>								
Probate Court	3	"	"	"	"	"	"	"
<u>FOXBORO</u>								
Assessors Office	1	"	"	"	"	"	"	"
Historic Commission	1	"	"	"	"	"	"	"
<u>FRANKLIN</u>								
Assessors Office	1	"	"	"	"	"	"	"
New Perspectives	1	"	"	"	"	"	"	"
Tri-County Regional	1	"	"	"	"	"	"	"
<u>MEDFIELD</u>								
SHARP	2	"	"	"	"	"	"	"
Town Hall	1	"	"	"	"	"	"	"
<u>NORFOLK</u>								
NCT-NORFOLK	1	"	"	"	"	"	"	"
<u>NORWOOD</u>								
Norfolk Day Activity Center	5	"	"	"	"	"	"	180
Jr. High North	1	"	"	"	"	"	"	"

ENCLOSURE
AGENCY

Handwritten: 14

L. ATILBERG

1. Laborer, Rec. #220
 1. Planning Coord. #39
 1. Researcher Catl. 13
 13-9
 .Alcoholic-Counselor
 1. West House 14-9
 .Dispatcher, Police
 15-9
 1. Assoc. Buyer, City
 16-9
 .Public Relations
 1. Inform. Dis. GATRA 17-9
 .Asst. Buyer, City
 57-9
 .Asst. Cook, Sweet
 1. House 85-9
 .Clerk Typist/
 Floater, City Hall
 1. Clerk Typist, Army
 147-9
 1. Maint. Man, City
 147-9
 .Security Guard
 1. Capron Park 179-9
 .Clerk-Typist,
 1. Enterprises 182-9
 .Parking Meter Att.
 1. Police 199-9
 .Asst. Vocational
 2. Trng. Superv./Enter
 1. Enterprises
 .ADL Workshop
 2. Asst. Teacher,
 1. Parkmen 302-9

LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		BUDGETARY FREEZES	
CETA	NON-CETA			#	DURATION	#	DURATION
1	4	N	N	N	N	N	N
1	1	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	2	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	1	N	N	N	N	N	N
3	35	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	0	N	N	N	N	N	N
2	3	N	N	N	N	N	N
2	1	N	N	N	N	N	N
1	3	N	N	N	N	N	N

EMPLOYMENT
AGENCY

TELEBORO

Program Director
295-9
Foreman Clerk
300-9
Panel Keeper
Pound
Library Asst.
Asst. Dog Officer
484

LEVEL OF
EMPLOYMENT

CETA NON-CETA

1 0
1 5
2 0
2 15
1 1

OF
LAYOFFS IN
FY '79

N
N
N
N
N

OF
LAYOFFS IN
FY '80

N
N
N
N
N

HIRING FREEZES

DURATION

N
N
N
N
N

ADDITIONAL
FREEZES

DURATION

N
N
N
N
N

EMPLOYMENT AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		OPTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
II. BERKLEY								
None								
II. DIGHTON								
. Public Prop.	1	7	N	N	N	N	N	N
. Maint. Man, Hwy.								
. General Aide, Co-	1	1	N	N	N	N	N	N
. Op. Productions								
V. LAKEVILLE								
. Asst. Secretary	1	4	N	N	N	N	N	N
. Appon. School								
. Van Driver, Nat.	1	0	N	N	N	N	N	N
. Parapalegic Found.								
. Custodian Asst.	1	10	N	N	N	N	N	N
. Appon. School								
J. MANSFIELD								
. Maintenance, Park	1	2	N	N	N	N	N	N
. Attendance, Bus	1	2	N	N	N	N	N	N
. Dispatcher, Fire	1	0	N	N	N	N	N	N

EMPLOYMENT AGENCY	LEVEL OF EMPLOYMENT		# OF EMPLOYEES IN FY '79	# OF EMPLOYEES IN FY '80	HIRING FREEZES		PROJECTIONS FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>X. RAYMOND</u> Laborer, Hwy. Clerk-Typist, Town	1 1	10 9	N N	N N	N N	N N	N N	N N
<u>REHOBOTH</u> Tr. Driver/Laborer Hwy. Laborer, Hwy. Laborer, Grounds Caretaker, Town Hall	1 1 1	3 0 0	N N N	N N N	N N N	N N N	N N N	N N N
<u>SEEKONK</u> Clerk, Hwy. Landfill Caretaker est.	1 1	1 0	N N	N N	N N	N N	N N	N N

EMPLOY AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		ADDITIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
TAUNTON								
Nutrition Aide	3	3	N	N	N	N	N	N
Asst. Civil Def.	1	0	N	N	N	N	N	N
Laborer Park	8	2	N	N	N	N	N	N
Res. Planner SRPD	1	12	N	N	N	N	N	N
Maint. Supv. Rec.	1	1	N	N	N	N	N	N
Library Asst.	1	5	N	N	N	N	N	N
Researcher Zoning								
& Planning	1	0	N	N	N	N	N	N
Training Aide Ceta	1	0	N	N	N	N	N	N
Custodian Ceta	1	0	N	N	N	N	N	N
Receptionist Ceta	1	0	N	N	N	N	N	N
Custodian School	1	60	N	N	N	N	N	N
Laborer Cemetery	3	5	N	N	N	N	N	N
Security AFSCMC	1	1	N	N	N	N	N	N
Historic Researcher	1	0	N	N	N	N	N	N
Clerk Typist, CET	1	8	N	N	N	N	N	N
Clerk Typist								
TAARC	1	1	N	N	N	N	N	N
Ind. Service Dir								
Boy's Club	1	0	N	N	N	N	N	N
Intake Clerk								
CETA	2	3	N	N	N	N	N	N
Clerk Aide	1	0	N	N	N	N	N	N
Teacher's Aide								
CETA	1	0	N	N	N	N	N	N

TALITHA

EMPLOYMENT AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		FUNCTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
TAUNTON								
21. Asst. Work Supv PRIDE	1	2	N	N	N	N	N	N
22. Aide	1	130	N	N	N	N	N	N
23. Garage Attenden	1	1	N	N	N	N	N	N
24. Clerk Typist	1	4	N	N	N	N	N	N
25. Supt. Aide								
A Water Dept.	1	1	N	N	N	N	N	N
26. Admin. Club Lat no	1	0	N	N	N	N	N	N
27. Admin. Asst.								
TAARC	1	0	N	N	N	N	N	N
28. Laborer Street	9	15	N	N	N	N	N	N
29. Act. Dir. Nursing	1	0	N	N	N	N	N	N
30. Motor Eq. Maint								
DPW	1	5	N	N	N	N	N	N
31. Maint. Man DPW	1	5	N	N	N	N	N	N
32. Rehab. Fin. Aide	1	0	N	N	N	N	N	N
33. Coffee Shop Spv.	1	0	N	N	N	N	N	N
34. Janitor Int.								
PRIDE	1	16	N	N	N	N	N	N
35. Clerical/Staffe								
Advocate, Womens Alliance	1	0	N	N	N	N	N	N
36. Sec. Receipt.	1	0	N	N	N	N	N	N
37. Maint. Asst.	10	0	N	N	N	N	N	N
38. Consumer Case								
Worker Aide	1	0	N	N	N	N	N	N
								187

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		OPTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
TAUNTON								
Clerk Typist	1	0	N	N	N	N	N	N
Research Aide	1	0	N	N	N	N	N	N
Rec. Aide	1	0	N	N	N	N	N	N
clerk Typist, TMH	1	2	N	N	N	N	N	N
File Clerk CETA	2	8	N	N	N	N	N	N
Jr. Clerk Typist	1	5	N	N	N	N	N	N

EMPLOYMENT AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		FUNCTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
STATE								
I. TULARENO								
1. Clerk-Typist, DES	2	3	N	N	N	N	N	N
2. Senior Interviewer	1	6	N	N	N	N	N	N
Welfare								
1. Social Service Technician	1	6	N	N	N	N	N	N
Registry of Motor Vehicles								
1. Clerk-Typist	1	9	N	N	N	N	N	N
Lakeville Hospital								
1. Jr. Clerk-Typist	2	4	N	N	N	N	N	N
II. TAUNTON								
DES								
1. Senior Interviewer	1	7	N	N	N	N	N	N
DMH								
1. Special Service Asst.	1	10	N	N	N	N	N	N
1. Jr. Clerk-Typist	4	4	N	N	N	N	N	N
1. Billing Clerk	1	0	N	N	N	N	N	N
WELFARE								
1. Social Worker	1	30	N	N	N	N	N	N
1. Case Aide	5	1	N	N	N	N	N	N
REGISTRY of M.V.								
1. Clerk	1	3	N	N	N	N	N	N

EMPLOYMENT AGE	STATE	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		OPTIONAL FREEZES	
		CETA	NON-CETA			#	DURATION	#	DURATION
continued									
I. TAUNTON									
MASS. REHAB. Clerk-Typist									
Paul Dever Jr. Clerk-Typist									
II. NIDDELBORO									
ST. POLICE Laborer									
		1	14	N	N	N	N	N	N
		1	8	N	N	N	N	N	N
		2	1	N	N	N	N	N	N

TABLE II D
EMPLOYING
AGENCY

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROVISIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
PLY. Town Clerk	2	4	N/A	N/A	N/A	N/A	N/A	N/A
CETA Staff	24	25	N/A	N/A	N/A	N/A	N/A	N/A
PLY. Pub. Library	1	4	N/A	N/A	N/A	N/A	N/A	N/A
Camp Seawanto-BSA	19	3 (30 in season)	N/A	N/A	N/A	N/A	N/A	N/A
Camp Cacahulot-BSA	8	2	N/A	N/A	N/A	N/A	N/A	N/A
Camp Wint	2	3 (20 in season)	N/A	N/A	N/A	N/A	N/A	N/A
N. River Coll. Sch.	1	11	N/A	N/A	N/A	N/A	N/A	N/A
Anchor House	3	5	N/A	N/A	N/A	N/A	N/A	N/A
Mental Hlth. Asso.	6	16	N/A	N/A	N/A	N/A	N/A	N/A
Methodist Nurs. Sch	3	2	N/A	N/A	N/A	N/A	N/A	N/A
Women in Constr.	2	1	N/A	N/A	N/A	N/A	N/A	N/A
Head Start	6	8	N/A	N/A	N/A	N/A	N/A	N/A
Third Dist. Court	12	15	N/A	N/A	N/A	N/A	N/A	N/A
Plimoth Plantation	1	18	N/A	N/A	N/A	N/A	N/A	N/A
Cty. Comm. Office	5	12	N/A	N/A	N/A	N/A	N/A	N/A
South Shore CAP	14	12	N/A	N/A	N/A	N/A	N/A	N/A
Carver Housing	3	4	N/A	N/A	N/A	N/A	N/A	N/A
Rehab. Office	6	15	N/A	N/A	N/A	N/A	N/A	N/A
Carver DPW	3	7	N/A	N/A	N/A	N/A	N/A	N/A
Carver Dump	4	7	N/A	N/A	N/A	N/A	N/A	N/A
Carver Hwy & Parks	1	8	N/A	N/A	N/A	N/A	N/A	N/A
Carver Schools	1	4	N/A	N/A	N/A	N/A	N/A	N/A
Dunbury Housing	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Halifax Town Clerk	1	16	N/A	N/A	N/A	N/A	N/A	N/A
Hanover DPW	1	1	N/A	N/A	N/A	N/A	N/A	N/A

II D EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		BUDGETATIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
Cardinal Cushing	3	11	N/A	N/A	N/A	N/A	N/A	N/A
Kingston DPW	2	12	N/A	N/A	N/A	N/A	N/A	N/A
Pembroke Assessors	1	4	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Sch. Dept.	5	16	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Police Dept.	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Int. Dev. Comm	2	4	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Boy's Club	1	2	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Chamber Comm.	2	6	N/A	N/A	N/A	N/A	N/A	N/A
Silver Lake Schs.	6	13	N/A	N/A	N/A	N/A	N/A	N/A
Maplewood Hlth. Ctr.	3	7	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Comm. Rec. Ctr.	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Philh. Orch.	1	2	N/A	N/A	N/A	N/A	N/A	N/A
Pinewoods Camp	1	2	N/A	N/A	N/A	N/A	N/A	N/A
Manomet Bird Obs.	3	5	N/A	N/A	N/A	N/A	N/A	N/A
Rockland Schools	11	35	N/A	N/A	N/A	N/A	N/A	N/A
Rockland Selectmen	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Pockland Police D.	6	22	N/A	N/A	N/A	N/A	N/A	N/A

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		OPTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
I. ATTLEBORO #178								
1. Laborer, Rec.	6	4	N	N	N	N	N	N
2. Maint. Annex:45	1	3	N	N	N	N	N	N
3. Clerk Typist	1	9	N	N	N	N	N	N
4. Dist. Court 38	1	0	N	N	N	N	N	N
5. Instructor 272	3	0	N	N	N	N	N	N
6. Comm. Co-Ord	1	2	N	N	N	N	N	N
7. Fire Dept. 128	1	0	N	N	N	N	N	N
8. Health Nurse 35	1	0	N	N	N	N	N	N
9. Maint. Man 270 Annex	1	0	N	N	N	N	N	N
10. Personnel Aide 129	1	0	N	N	N	N	N	N
11. Case Manager	1	0	N	N	N	N	N	N
12. Bristol Home Care #174-9	1	35	N	N	N	N	N	N
13. Clerk Typist	1	1	N	N	N	N	N	N
14. City Hall 170-35	1	1	N	N	N	N	N	N
15. Alcoholic Coun Sweet House #232-9	1	1	N	N	N	N	N	N
16. Alcoholic Coun Sweet House #231-9	1	0	N	N	N	N	N	N
17. Dispatcher Fire #101-9	1	1	N	N	N	N	N	N
18. File Clerk	1	1	N	N	N	N	N	N
19. Hospital 243-9	21		N	N	N	N	N	N

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
II. BERKLEY								
NONE								
III. DIGHTON								
1. Clerk Assessor #327	2	1	N	N	N	N	N	N
2. Transp. Supv. #245-9	1	0	N	N	N	N	N	N
3. Maint. Man Hwy. #236	1	7	N	N	N	N	N	N
4. Asst. Custodian D.R.H. School #222-9	1	9	N	N	N	N	N	N
5. Landscape Cust. D.R.H. School #217-9	1	0	N	N	N	N	N	N
6. Teachers Aide D.R.H. School #224-9	1	2	N	N	N	N	N	N
IV. LAKEVILLE	7							
1. Planner Town #123	2	0	N	N	N	N	N	N
2. Comm. Asst. Police Dept. #105-9	1	0	N	N	N	N	N	N
	3							

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		EXEMPTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
MANSFIELD	1	0	N	N	N	N	N	N
	3	6	N	N	N	N	N	N
	2	0	N	N	N	N	N	N
MILBRO	1	25	N	N	N	N	N	N
	1	7	N	N	N	N	N	N
	9	0	N	N	N	N	N	N
	1	9	N	N	N	N	N	N
	1	5	N	N	N	N	N	N
	2	0	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
	1	17	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
	2	25	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
MILBRO	2	0	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
	2	0	N	N	N	N	N	N
	1	0	N	N	N	N	N	N

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>RAYNHAM</u> 1. Firefighter 2. Laborer Hwy.	2	10	N	N	N	N	N	N
	2	10	N	N	N	N	N	N
	1	4	N	N	N	N	N	N
	1	0	N	N	N	N	N	N
<u>REHOBETH</u> 1. Crew Chief Hwy. 2. Chief Dispatcher Police	1	0	N	N	N	N	N	N
	1	9	N	N	N	N	N	N
<u>SEKONK.</u> 1. Firefighter 2. Laborer Hwy.	1	7	N	N	N	N	N	N
	1	5	N	N	N	N	N	N

EMPLOYING AGENCY

NO. ATTLEBORO

1. Laborer Hwy.
2. Dispatcher Fire
3. Fieldworker Asst.
4. Maint. Cust.
5. Maint. Police
6. Library Tech.
7. Cat. Res. Town

NORTON

1. Laborer Water
2. Admin. Asst.
3. Resources Dev.
4. Library Asst.

LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
CETA	NON-CETA			#	DURATION	#	DURATION
7	20	N	N	N	N	N	N
1	2	N	N	N	N	N	N
1	7	N	N	N	N	N	N
1	36	N	N	N	N	N	N
1	0	N	N	N	N	N	N
1	5	N	N	N	N	N	N
1	3	N	N	N	N	N	N
3	3	N	N	N	N	N	N
2	12	N	N	N	N	N	N
1	12	N	N	N	N	N	N
1	2	N	N	N	N	N	N

EMPLOYMENT AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		STIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATIO
UNTON								
LABORER	13	15	N	N	N	N	N	N
PAINTER	1	5	N	N	N	N	N	N
CUSTODIAN	5	60	N	N	N	N	N	N
TECH. PLANNER	1	0	N	N	N	N	N	N
LABORER PARK	3	2	N	N	N	N	N	N
LABORER CEMETARY	1	5	N	N	N	N	N	N
CONSELOR PROB.	1	5	N	N	N	N	N	N
JANITOR SCHOOL	1	60	N	N	N	N	N	N
RECEPTIONIST	1	0	N	N	N	N	N	N
CLERK TYPIST	6	16	N	N	N	N	N	N
SER. HUMAN REL.	1	0	N	N	N	N	N	N
COUNSELOR AGING	1	2	N	N	N	N	N	N
SPEC. ACT.	1	0	N	N	N	N	N	N
JR. ENG. AIDE	1	3	N	N	N	N	N	N
REGIONAL VET	1	0	N	N	N	N	N	N
PAYROLL CLERK								
CETA	1	2	N	N	N	N	N	N
RESIDENT INSP.	1	0	N	N	N	N	N	N
REG. ADMIN. ASST.	1	0	N	N	N	N	N	N
CONSUMER CASE								
WORKER	1	0	N	N	N	N	N	N
CRAFTSMAN LABORER	1	0	N	N	N	N	N	N

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
STATE								
TAUNTON DES								
1. Senior Interviewer	8	7	N	N	N	N	N	N
TAUNTON WELFARE								
1. SOC. SER. TECH.	7	9	N	N	N	N	N	N
ATTLE. DES.								
1. Senior Interviewer	4	6	N	N	N	N	N	N
ATTLE. WELFARE								
1. Soc. SER. TECH.	5	6	N	N	N	N	N	N
LAKEVILLE HOSPITAL								
1. INSTIT. DOMES	5	6	N	N	N	N	N	N
AIDE								
MASS. DEPT. COMM.								
1. BIC COORDINATOR	2	6	N	N	N	N	N	N

ENCLOSURE

10/10/85

MUNICIPALITIES:

CITY OF ATTLEBORO

Project "EGADS"

CITY OF ATTLEBORO

W.C.FIELDS

Conservation

CITY OF ATTLEBORO

"R.E.A.P." Real Estate Assessment

DIGHTON/REHOBOTH

REGIONAL SCHOOL DISTRICT - I

Community Aid Fgm.

DIGHTON/REHOBOTH

REGIONAL SCHOOL DISTRICT - III

Work Experiences for Community Employment

TOWN OF LAKEVILLE

Lakeville '79

TOWN OF MIDDLEBORO

Sidewalk Project

LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
CETA	NON-CETA			#	DURATION	#	DURATION
16	40	N	N	N	N	N	N
6	0	N	N	N	N	N	N
7	0	N	N	N	N	N	N
9	8	N	N	N	N	N	N
* 11	9	N	N	N	N	N	N
13	7	N	N	N	N	N	N
* 20	30	N	N	N	N	N	N
							200

INNOVATION
SERVICE

CONT'D

MUNICIPALITY:

TOWN OF SEEKONK

Dept. of Public
Works - Highway

CITY OF TAUNTON

Street Dept. - D.P.W.

NON-PROFIT:

ATTLEBORO ENTER-
PRISES

Task Force to Em-
ploy the Handicapped

CLUB LATINO-TAUNTON

JEJIDOS

TOWN OF NORTON

Project "SPOKE"

TRIUMPH, INC.,

HEADSTART-TAUNTON

Child Development
Program

LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
CETA	NON-CETA			#	DURATION	#	DU:
6	7	N	N	N	N	N	
25	40	N	N	N	N	N	
6	50	N	N	N	N	N	
6	N/A	N	N	N	N	N	
6	0	N	N	N	N	N	
9	27	N	N	N	N	N	

Hiring Agency	Level of Employment		# of Layoffs FY '79	# of Layoffs in FY '80	Hiring Freezes		Promotion Freezes	
	CETA	Non-CETA			#	Duration	#	D
CONT'D NON-PROFIT:								
CITIZENS FOR CITIZENS TAUNTON	6	10	N	N	N	N	N	
Low Income Weatheri- zation Program								
FAIRFAX GARDENS RECREATION ASSOC. TAUNTON	6	N/A	N	N	N	N	N	
Fairfax Gardens Recreation Center								
TAUNTON AREA ASSOC. FOR HUMAN SERVICES	* 6	15	N	N	N	N	N	
Taunton Area Assoc. for Human Services								
77, INC., OF GREATER ATLEBORO	* 9	50	N	N	N	N	N	
Rehabilitation And Socialization Program								

EMPLOYING
AGENCY

DATE - NON-PROFIT:

TRANSITIONAL EMPLOY-
MENT ENTERPRISES

CHILDHOOD LEAD
POISONING PREVENTION
PROGRAM

LEVEL OF
EMPLOYMENT

CETA NON-CETA

20 2

13 20

OF
LAYOFFS IN
FY '79

N

N

OF
LAYOFFS IN
FY '80

N

N

HIRING FREEZES

DURATION

N

N

N

N

PROMOTIONAL
FREEZES

DURA

N

N

N

N

FOUR (4) OF THE ROPS APPROVED UNDER ROUND III FY '79

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEMES		PROBATIONAL FREEMES	
	CETA	NOR-CETA			#	DURATION	#	DURATION
Carver Schools	2	12	N/A	N/A	N/A	N/A	N/A	N/A
Duxbury Credit Un.	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Pub. Safety Off.	1	0	N/A	N/A	N/A	N/A	N/A	N/A
Duxbury-Print.	1	0	N/A	N/A	N/A	N/A	N/A	N/A
Hallifax Schools	2	8	N/A	N/A	N/A	N/A	N/A	N/A
Pinecrest	2	16	N/A	N/A	N/A	N/A	N/A	N/A
Hanover Hwy. Dept.	1	7	N/A	N/A	N/A	N/A	N/A	N/A
Ventress Lib.-Mars	1	4	N/A	N/A	N/A	N/A	N/A	N/A
Perbridge Sch. Dept	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Perbridge W. Dept	4	1	N/A	N/A	N/A	N/A	N/A	N/A
Perbridge Vessel Serv	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Plimouth-Clock	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Laborers-Union Serv	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Lab. Union Serv	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Building Blocks	4	1	N/A	N/A	N/A	N/A	N/A	N/A
Camp Hill	2	1	N/A	N/A	N/A	N/A	N/A	N/A
Cardinal Cushing	3	17	N/A	N/A	N/A	N/A	N/A	N/A
Children's Place	2	9	N/A	N/A	N/A	N/A	N/A	N/A
Mayflower Mel.Hlth	1	8	N/A	N/A	N/A	N/A	N/A	N/A
Plimoth Plantation	10	25	N/A	N/A	N/A	N/A	N/A	N/A
Pilgrim Hall	3	7	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Cor. Rec.Ctr.	2	4	N/A	N/A	N/A	N/A	N/A	N/A
Ply. Counc. Aging	3	11	N/A	N/A	N/A	N/A	N/A	N/A
CETA Staff	2	12	N/A	N/A	N/A	N/A	N/A	N/A
Salvation Army	2	4	N/A	N/A	N/A	N/A	N/A	N/A

T1 EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		OPTIONAL FREEZES	
	CETA	NON-CETA			I	DURATION	I	DURATION
Silver Lake Schs.	1	8	N/A	N/A	N/A	N/A	N/A	N/A
Head Start	2	5	N/A	N/A	N/A	N/A	N/A	N/A
ply. Ind. Dev. Comm.	1	3	N/A	N/A	N/A	N/A	N/A	N/A
Blind Talking Ctr.	3	5	N/A	N/A	N/A	N/A	N/A	N/A
Third District Ct.	5	12	N/A	N/A	N/A	N/A	N/A	N/A
Alcoholic Rehab.	4	7	N/A	N/A	N/A	N/A	N/A	N/A
PK14. Mem. Library	1	4	N/A	N/A	N/A	N/A	N/A	N/A
PK14. Landfill	4	6	N/A	N/A	N/A	N/A	N/A	N/A
PK14. Comm. Aging	1	3	N/A	N/A	N/A	N/A	N/A	N/A
PK14. Sec. Guards	1	0	N/A	N/A	N/A	N/A	N/A	N/A
PK14. Det Office	1	1	N/A	N/A	N/A	N/A	N/A	N/A

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROPORTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>CHARLTON</u>								
Town Hall	1	3	Not Known ↓	Not Known ↓	Not Known ↓		Not Known ↓	
<u>DUDLEY</u>								
Red Cross	1							
Dudley Court House	1	9						
<u>N. BROOKFIELD</u>								
Town of N. Brk.	1							
<u>OXFORD</u>								
Oxford Town Hall	1	30						
French River Teacher Ctr.	1							
Oxford School	7	198						
<u>SOUTHBRIDGE</u>								
CETA OFFICE	8	24						
QVAC	2	1						
Sbdg School	2	255						
Jacob Edwards Library	3							
Town of Sbdg.	2							
Registry Motor Vehicle	1							
Elderbus	3							
Chamber of Commerce	1	5						

PSE WORK STATEMENT FORMAT

EMPLOYING AGENCY	LEVEL OF EMPLOYMENT		# OF LAYOFFS IN FY '79	# OF LAYOFFS IN FY '80	HIRING FREEZES		PROMOTIONAL FREEZES	
	CETA	NON-CETA			#	DURATION	#	DURATION
<u>SOUTHBIDGE</u>								
SWCC	1			not known ↓	not known ↓		not known ↓	
Harrington Hospital	1							
<u>WARREN</u>								
Park Dept	2							
Town of Warren	1	13						
<u>WEBSTER</u>								
Hubbard Hospital Outreach	2							
SWCR	2							
Fire Dept	3	56						
Sewer Dept.	1	10						
Webster Park	1	1						
Webster Little League	1							
Webster School	2	191						
Town of Webster	1	36						
<u>W. BROOKFIELD</u>								
W. Brk. Highway	1							
<u>WORCESTER</u>								
WCAC	2							

CETA PROGRAM
PLANNING
SUMMARY

A. PRIME SPONSOR'S NAME AND ADDRESS

Massachusetts Balance of State
C.F. Hurley Building, 4th Floor
Gov't Center, Boston, Mass.

B. GRANT NUMBER

7-25-057-560

C. PERIOD OF GRANT

From
10/1/80To
9/30/81

FOR REGIONAL OFFICE USE ONLY

D. TYPE OF PROGRAM ("X" appropriate box(es))

- ☐ I - B.C. ☒ II - D ☐ VI ☐ VII
☐ III (Specify) _____
☐ IV (Specify) _____
☐ Other (Specify) _____

TRIALS	OVER	SI	CONTRACT KEY										Mod. No.	MOD. DATE			Fiscal Year
			Proj. Code	Reg.	St.	I.V.	Proj. No.	Subj. Proj. No.	Cont. Code					MM	DD	YY	
D	0																
Col	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

I. PARTICIPATION AND TERMINATION SUMMARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	D	1															
A. TOTAL PARTICIPANTS		26	2267		2569		2852		2946								
1. New Participants		31	1222		1514		1792		1876								
2. Transfers from other Subparts		36	86		96		101		111								
3. Participants Carried Over		41	959		959		959		959								
B. TOTAL TERMINATIONS		45	513		918		1315		1767								
1. Entered Unsub. Employ.		51	265		482		668		852								
a. Direct Placement		56	-		-		-		-								
b. Indirect Placements: (1) Thru Sponsor		61	183		337		470		636								
(2) Other Indirect		56	82		145		198		222								
2. Transfers to other Subparts		71	41		102		151		176								
3. Additional Positive Terminations		76	23		45		62		107								
a. Ret. to/Continue Full-Time School	D	2	26		15		30		49								
4. Other Terminations		31	184		289		424		626								
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)		36	1754		1651		1537		1179								
1. Active Non-PSE Participants (II-D or VI)		41	157		153		187		123								

II. SPECIAL CATEGORIES

A. UNSUB. PRIVATE SECTOR PLACEMENTS	48	212		386		534		686									
B. TITLE II - C: (1) Upgrading	51																
(2) Retraining	56																
C. TITLE IV: (1) GED Certificate	61																
(2) Academic Credit	65																
(3) Special Mixture Component (YETP)	71																
(4) Limited Services (YETP)	78																
D. SYEP: (1) Vocation Exploration Program	D	3	26														
(2) Summer Enticement Program		31															
(3) Concurrent Participation in: (a) Title II-B/C		26															
(b) YETP		41															
(c) YCCIP		46															

III. PARTICIPATION IN
PROGRAM ACTIVITIES

	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current
	D	4	D	5	D	4	D	5	D	4
A. Classroom Training (Occup. Skills)	26	22	20	24	5	46	25	50	28	
B. Classroom Training (Other)	31	11	-	32	-	45	-	64	-	
C. On-the-Job Training	36									
D. Work Experience (In-School)	41									
E. Work Experience (Other)	46	212	137	291	148	405	162	434	95	
F. Pub. Srv. Employ. (II-D or VI)	51	2022	1557	2222	1470	2356	1316	2398	1031	
1. PSE Participants in Trng./Services	56	1519	1215	1665	1165	1767	1072	1799	970	
G. Career Employ. Experience (YETP)	61									
H. Transition Services (YETP)	65									

IV. OTHER ACTIVITIES: Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

V. SIGNIFICANT SEGMENTS (Program Year-to-Date Data)

	D	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7
A. Male	26	998		1130		1255		1296	3.55 & over	31	182		204		229	
B. Female	31	1269		1439		1597		1650	4. W.(N.H.)	31	1950		2209		2452	
C. 19 & under	36	249		283		313		324	5. D.(N.H.)	36	113		128		143	
D. 20-24	41	181		206		228		236	6. Hispanic	41	170		193		214	
E. 25-44	46	1338		1516		1683		1738	7. A.I. & A.N.	46	11		13		14	
F. 45-54	51	317		360		399		412	8. 19 & 20	51	23		26		29	

U.S. DEPARTMENT OF LABOR • Employment and Training Administration

BUDGET INFORMATION SUMMARY

OFFICE USE ONLY																																									
CONTRACT KEY																																									
TRANS.			OPER.			SEC.			Proj. Code			Reg.			St.			F.Y.			Project Number			Subj. Proj. No.			Comp. Code			Mod. No.			MOD. DATE								
						0																																			

A. GRANTEE'S NAME AND ADDRESS
 Massachusetts Balance of State
 C.F. Hurley Building, 4th Floor
 Gov't Center, Boston, Mass

B. GRANT NUMBER

9-25-057-PPD

C. TYPE OF PROGRAM ("X" one)

☐ II - B.C. ☐ VI

☒ II - D. ☐ VII

☐ III ☐ Other

☐ IV

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS						NEW OR REVISED FEDERAL BUDGET						f. TOTAL										
	b. Total			c. YETP In-School			d. Total			e. YETP In-School													
	1	2	3	1	2	3	1	2	3	1	2	3											
1. Administration																							
2. Allowances																							
3. Wages																							
4. Fringe Benefits																							
5. Work Site Supervision																							
6. Training																							
7. Services																							
8. Totals																							
																					</		

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20										21 22 23 24 25 26 27 28 29 30									
	b. Total										c. YETP In-School										d. Total									
1. Prime Sponsor Obligations																														
2. Total Protected Expenditures by Program																														
a. Classroom Training, Prime Sponsor																														
b. On-the-Job Training																														
c. PSE																														
(1) Subsidized Employ. (Wages/Fringes)																														
(2) Trng. (Wages/Fringes or Allow.)																														
(3) Services (Wages/Fringes or Allow.)																														
(4) Trng. Costs (No compensation)																														
(5) Services Costs (No compensation)																														
d. Work Experience																														
e. Services to Participants																														
f. Other Activities																														
g. Career Employment Experience																														
h. Transition Services																														
i. Vocational Exploration Program																														
j. Summer Enrichment																														
3. Protected Expenditures of Non-Fed. Funds																														
4. a. Upgrading																														
b. Retraining																														

NOA Program = 16,255,800
 Carry-in Program = 2,131,331

Total Program Availability 18,387,131

ETA 5145 (May 1980)

U.S. DEPARTMENT OF LABOR
Employment and Training Administration1. GRANT NUMBER
9-25-057-PPD

2. TYPE OF PROGRAM ("X" one)

☒ II - D ☐ VI
☐ Special Grant to GovernorsCETA MONTHLY SCHEDULE

3. GRANTEE'S NAME AND ADDRESS

Massachusetts Balance of State
C.F. Hurley Building, 4th Floor
Gov't Center, Boston, Mass

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

Proj. Code	Reg.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mon. Ind.
4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27

THIRD			END OF MONTH				III. PROJECTED CUMULATIVE EXPENDITURES BY MONTH		
OPER.			II. PLANNED CURRENT ENROLLMENT						
SLU			A. PSE		B. NON-PSE				
1	2	3	22	23	24	25	26	27	28
M	M	Y	Y	2030	215	1,655,477			
1	1			1794	186	3,301,460			
1	2			1557	157	4,966,431			
0	1			1532	154	6,635,039			
0	2			1503	155	8,293,799			
0	3			1470	153	9,952,559			
0	4			1429	164	11,514,830			
0	5			1367	176	13,075,127			
0	6			1316	187	14,639,373			
0	7			1217	164	16,011,965			
0	8			1126	145	17,383,970			
0	9			1031	123	18,387,131			

- IV. A Summary of Subrecipients and Contractors represents a partial listing of providers for FY'81. A complete listing will be forwarded upon availability of necessary information.

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL		3. TYPE OF PROGRAM ("X" only)				7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
SIGNATURE		a. <input type="checkbox"/> I - G.C. d. <input type="checkbox"/> IV - YETP	b. <input checked="" type="checkbox"/> II - D e. <input type="checkbox"/> V	c. <input type="checkbox"/> III (Specify) f. <input type="checkbox"/> VII	g. <input type="checkbox"/> Other (Specify)		
4. SUBRECIPIENT OR CONTRACTOR	5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED					
GREENFIELD CETA	SUBGRANTEE	FOCUS (Assessment)			\$ 10,624	10/1/80 - 9/30/81	
		ADE/4ED Instruction			\$ 5,753	10/1/80 - 9/30/81	
		PSE			\$ 395,458	10/1/80 - 9/30/81	

CFA 2201 (May 1980)

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

U.S. DEPARTMENT OF LABOR
Employment and Training Administration2. NAME OF PRIME SPONSOR LIAISON OFFICIAL
Chelsea CETA Subgrantee

SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. (I) II - B, C b. (X) III - D c. (I) III - (B) - (C) (f)
d. (I) IV - V, E, F e. (I) VI f. (I) VII g. (I) Other (Specify)

4. SUBRECIPIENT OR CONTRACTOR	5. TYPE OF AGENCY OR ORGANIZATION	6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED	7. TOTAL BUDGET	8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
Care About Now	CBO	A.W.E.	126,337.	11/1/80 - 9/30/81

E. Title IV YCCIP

I a. Program Purpose

- i. The major directions of YCCIP Programs for the Balance of State in FY'81 will not differ significantly from those in FY'80. A few key areas of greater emphasis include:

- o increased linkage with other CETA funded activities and other federal and nonfederal resources
- o increased emphasis on projects with job related training
- o encouragement of the use of academic credit
- o support for projects providing community service to needy groups (e.g. low income families, elderly, handicapped).

The general objectives for YCCIP in FY'81 are as follows:

1. to provide meaningful employment for youth experiencing severe difficulties in obtaining employment;
2. to perform useful projects which have tangible benefits for the community;
3. to involve community based organizations in the planning and support of local projects;
4. to develop linkages with available community, state, and federal resources which will enhance the operation of the project and maximize the amount of project resources which can be allocated to jobs;
5. to assist youth in the development of desirable work habits through the provision of competent and adequate supervision; and
6. to allow youth, through agreements with local education agencies, to receive academic credit for competencies gained from their employment.

The above objectives will ultimately result in better fund utilization and increased program quality. The Prime Sponsor will be selective in authorizing and approving proposals which align themselves most closely with these objectives. The RFP and Review Criteria outlined therein will be used in measuring and in turn monitoring program development. In addition, the Prime Sponsor may extend appropriate YCCIP projects funded in FY'80, which have proven to be beneficial and effective, also translating into improved fund utilization.

- ii. YCCIP Projects operated through the Balance of State will have a strong impact on training and employment needs of disadvantaged youth. It is anticipated that this will be accomplished through a variety of methods, including the following:

1. providing participants with a structured, well-supervised work experience;
2. promoting good work habits and responsibilities as a prerequisite to obtaining adequate employment;
3. providing orientation and basic training in a number of vocational skills including carpentry, weatherization, landscaping, and related trades in home repair and conservation;
4. providing labor market orientation to participants, offering counseling on career choices and directions; and

5. providing adequate support and employment services to facilitate the transition to private sector employment.

iii. Analysis Need

- A. The target groups who are experiencing severe employment handicaps and who will receive priority service include the following:
 - o high school drop-outs
 - o offenders
 - o handicapped
 - o economically disadvantaged, especially transfer payment recipients
 - o those with dependents
 - o veterans
 - o minorities
 - o those in need of remedial education
 - o limited English speaking
- B. The exact proportions of these groups who will be served will be provided following final funding decisions in mid-July. The groups who will receive the majority of service are offenders, high school drop-outs, minorities, and economically disadvantaged.

b. Results and Benefits

i. Goals

- A/B At this writing, only general performance goals can be stated for YCCIP. Projected performance for groups experiencing severe employment handicaps will not be available until specific proposals are received. The Prime Sponsor will set the following standards as preliminary goals for YCCIP Participants. Of the anticipated 792 terminations in FY'81:
 - a) 435 or 55% will enter employment
 - b) 578 or 73% will terminate positively
 - c) 214 or 27% will be other terminations
 Approximately 860 individuals will be served during FY'81, all to be enrolled in work experience activity.
- C. Non-quantifiable Benefits

The potential outcomes for YCCIP participants which cannot be directly measured, but will benefit youth include:

 - a) acquisition of positive work habits
 - b) increased basic competency in math and writing
 - c) exposure to various occupational demands in today's labor market
 - d) acquisition of a variety of skills, primarily in trade and meachnicial occupations.

b.ii. Outcomes

- A. General benefits which will accrue to the YCCIP Communities will include such things as improvements to public facilities, neighborhood conservation, weatherization and basic repairs to low-income housing, energy conservation, natural resource conservation on non-federal publicly-held properties. A more constructive and responsible utilization of the human resources represented by a community's youth will also be a direct result of YCCIP.

A more detailed breakdown of benefits will be provided once funding decisions are finalized by the Balance of State.

- B. General plans for the provision of placement and counseling services can be found in Section 4, Program Systems, of the Master Plan, as well as in the YETP plan.

Detail on specific agency providers and services will be forwarded upon availability in late August.

c. Approach

i. Work Site Supervision

- A. Supervisory training is designed to orient supervisors to CETA and to specific guidelines for YCCIP. Contractors and CBOs will be expected to provide adequate in-service training orientation to work site supervisors, which will emphasize appropriate program goals and objectives (eg. unsubsidized employment). In hiring supervisory personnel, CBOs will also be encouraged to select individuals with experience in that role, along with the ability to work with disadvantaged youth.

As part of on-going monitoring, Central Office Youth Specialists will both observe capabilities of supervisors on site, in addition to noting performance and outcomes of a project.

General methods to orient supervisors will include workshops and in-service training covering the following topics:

1. Purpose of Program
2. Goals and objectives of CETA
3. Problem solving techniques
4. Resource availability and referral procedures
5. Working with disadvantaged youth

- B. All projects will have a supervisory ratio of 1:12 or less.

c.ii.

Program Activities and Services

The information requested here cannot be provided in detail prior to completion of RFP process. Types of activities the Prime Sponsor envisions are described in the attached Grant Application. Generally, small work career oriented activities, with a high level of support and supervision, will be favored by the Prime Sponsor.

c.iii. Project Solicitation and Selection

- A. Please see attached Program Instruction on RFP process for method used in soliciting applications.
- B. Same as previous page. Specific attachments on Selection Criteria are contained within the application.
- C. This information will not be available until mid-July. The Prime Sponsor will provide detail in late August.
- D. Not applicable at this point in time.

REQUEST

FOR

PROPOSAL

CETA TITLE IV

Youth Community Conservation and Improvement Project

Balance of State
CETA Program

NOTE:

This addendum represents only Parts of the RFP package which are applicable. Actual application and budget information are NOT included, but are available upon request.

REQUEST FOR PROPOSAL (RFP)TABLE OF CONTENTS

- I. Introduction
- II. Guidelines for Completing RFP Application Form
- III. Guidelines for Completing RFP Budget Forms
- IV. Application Form
- V. Budget Forms
- VI. Attachments
 - Attachment A Subgrantees
 - Attachment B Criteria for Project Selection
 - Attachment C Participant Eligibility
 - Attachment D Definitions

TITLE IV YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECTS (RFP)

Introduction

The Youth Community Conservation and Improvement Projects (YCCIP), a subpart of the Youth Employment and Demonstration Projects Act of 1977 (YEDPA), provides funds for the creation of special labor intensive projects designed to meet the needs of youth experiencing severe difficulties in obtaining employment.

Operators of projects may include units of government, community organizations (public and private non-profit) and local educational agencies. Funded projects may include the rehabilitation or improvement of public facilities, neighborhood improvements, weatherization and basic repairs to low income housing, energy conservation, restoration and conservation of natural resources on non-federal publically held lands, and other projects designed to have a tangible impact and measurable outputs within the community.

There is a reliance on quality supervision and meaningful work assignments. There is a strong emphasis on funding projects which evidence the planning and support of community based organizations. Linkages with other CETA funded activities and the support of the project through other federal grants is greatly encouraged. There also is emphasis on funding projects providing job related training, academic credit, and services to the needy within the community, such as low income families, the elderly, and the handicapped.

Preference will be given to CBO's of demonstrated local effectiveness in providing employment and training services to youth.

Proposals submitted to the Subgrantee will be reviewed and ranked by CETA staff. The AMPB Youth Council will ensure that the proposals meet the criteria outlined in the RFP. Youth Councils will in turn report to the Subgrantee AMPB which will forward the proposals to the Balance of State for review and selection by staff. The Prime Sponsor Planning Council Youth Subcommittee will also review the recommended proposals to ensure that the criteria outlined in this RFP have been met. A Balance of State YCCIP plan modification will then be forwarded to the U.S. Department of Labor for final approval.

Funding of YCCIP projects will be competitive. As subgrantees do not receive an individual YCCIP allocation, projects selected by a subgrantee must compete/be measured against projects submitted to the Prime Sponsor by other subgrantees. The enclosed criteria for evaluating project proposals should help you in determining how well your project meets the goals and purposes of the YCCIP legislation.

Subgrantee staff will be available to provide you with technical assistance in completing the RFP. Please ensure that you adhere to the advertised deadline, which requires that the applications be received by the Subgrantee office no later than 4:00 p.m., Friday, August 8, 1980.

TITLE IV REQUEST FOR PROPOSALObjectives of Title IV - YCCIP Projects

1. to provide meaningful employment for youth experiencing severe difficulties in obtaining employment
2. to perform useful projects which will have tangible benefits for the community
3. to involve community based organizations in the planning and support of local projects
4. to develop linkages with available community, state, and federal resources which will enhance the operation of the project and maximize the amount of project resources which can be allocated to jobs
5. to assist youth in the development of desirable work habits through the provision of competent and adequate supervision
6. to allow youth, through agreement with the local education agency, to receive academic credit for competencies gained from their employment

Application

The attached application blank has been designed so that you should have little difficulty in completing it. However, if questions should arise, please do not hesitate to call your Subgrantee office. In addition, other people in your community will be able to help you with the development of your project and the completion of the application blank. For example, accountants may be able to help with the financial statements and the Subgrantee staff can help in carefully specifying project goals and activities. The local Division of Employment Security and the CETA Subgrantee may be able to aid you in the determination of whether the talent needed to operate your project is available in the community.

Your application must be submitted to the Subgrantee office within the area that the program is designed to serve. A list of subgrantees, the municipalities they serve, the Director's name, the office address and telephone number is attached. (See Attachment A). You may apply to more than one CETA Subgrantee. Other Prime Sponsors are developing their own YCCIP process; you will have to contact them directly.

The application will be reviewed by the Subgrantee and the Balance of State Prime Sponsor and evaluated on the basis of how well they meet the stated goals of the YCCIP program. Further, identifiable groups, units of government, and other public organizations which provide the same or similar services may be contacted to ensure that the proposed project is not a duplication of or unnecessary addition to presently operating programs or programs already considered and approved for funding in your area.

Five Copies of your application must be received by the Subgrantee no later than 4:00 p.m., Friday, August 8, 1980

Approval and Ranking Process

Project applications will be evaluated according to review criteria established by the Balance of State Prime Sponsor. The review criteria is designed to provide two evaluations.

An initial review will occur to provide for approval or disapproval of project applications. This initial review will assess how the project application addresses the goals and objectives of the YCCIP program, and provides the information necessary for project approval. This is part A of the project description. This initial review will be the basis for which project applications will qualify for funding. Any project not receiving a satisfactory score, as established by the BOS Prime Sponsor, will be disapproved for funding.

Those approved project applications will receive a second evaluation to assess how the project application addresses certain priority areas established by the BOS Prime Sponsor. This is Part B of the project description. It is not mandatory that project applications address these issues in order to receive funding, but approved applications satisfying these additional criteria will receive priority.

The approval and ranking process will be based on a standardized point system. The sum of the scores of the two reviews received by the approved projects will be the rating score by which the projects applications will be ranked. During the review process, applicants may be required to provide additional information to the reviewers (Subgrantee staff, AMPB, and Youth Council). After the Subgrantee review, the acceptable proposals will be ranked (unacceptable proposals will be rejected). Please remember that even though your proposal may be ranked very high, this does not guarantee the project will be funded. A final ranking of proposed projects will be made by the Balance of State Prime Sponsor.

Following approval of the project application, a formal contract will be negotiated between the applicant and Subgrantee. This contract will specify in additional detail the financial and other requirements to be met by the applicant. No project expenses will be allowed until the contract has been formally approved.

General Rules

1. Eligible project applicants - any unit of government or combination, thereof, community organization (public non-profit or private non-profit), educational institutions, or subdivisions of any of the above is eligible to apply for a project contract. First consideration will be given to applicants which are private non-profit community based and have a demonstrated capability to serve CETA eligible youth.
2. Allowable activities - examples of allowable activities include rehabilitation or improvement of public facilities, neighborhood improvements, weatherization and basic repairs to low-income housing, energy conservation including solar energy techniques, conservation, maintenance, or restoration of natural resources on non-federal publicly held lands.
3. Limitations on activities - projects which include capital construction will not be allowed. These types of projects would be in conflict with YCCIP goals and provisions of the Davis-Bacon Act. Project work products may not accrue to the benefits of private profit-making organizations. Projects must not impair existing contracts for services or result in the substitution of these funds for other funds for work which would otherwise be performed. Projects cannot involve political activities. Projects must not cause the displacement of currently employed workers,

or employ youth in positions held by regular employees on lay-off.

4. Early submission - applicants are encouraged to submit proposals as soon as possible. Early submission will enable Subgrantee Offices to resolve problems before final local review.

NOTE: The Prime Sponsor and Subgrantee reserve the right to negotiate prior to awarding contracts, with any applicant submitting a proposal, and to permit such applicant to make modifications requested by the Subgrantee. The Subgrantee also reserves the right to reject all proposals and to alter the conditions of funding at any time in order to effectuate the purposes of the Act.

Project Start Date

Approval will be received by applicants as early as possible. Full participant enrollment is expected to take place within thirty (30) days of the authorized project start date.

Project Duration

1. No projects may exceed twelve (12) months. Projects must begin no earlier than October 1, 1980 and end no later than September 30, 1981.
2. Title IV programs for FY'81 will be operated under a continuing resolution. There exists a possibility that YCCIP programs will not be reauthorized under the new act. Should this occur these contracts may be subject to early terminations.

Project Size

All YCCIP projects must provide for a minimum of six (6) participant jobs. Minimum and maximum project budgets (dollars) may be established by the Subgrantee (consult the local office).

Responsibilities as a Project Operator

If your project proposal is approved, it will be incorporated into your contract and will become part of the standard by which CETA will evaluate your performance as a contractor. If you fail to provide productive employment and/or proper working conditions for participants or otherwise fail to operate your project in substantially the same manner as you have stated in your proposal and contract, your project will be subject to termination.

You will be the employer of record with full employer's responsibilities. You will be required to comply with all of the federal, state and local laws and regulations affecting the operation of your project, such as zoning, building permits, licensing, minimum wages, and the like. All CETA regulations will apply to the operation of YCCIP projects.

You will also be required to establish and maintain an accounting system for all expenditures made by your organization from CETA funds. In addition, you must maintain such program records as are necessary for proper program administration.

In addition, you will be required to have your project fully enrolled 30 days from October 1, 1980.

Wages to Participant Employees

The Balance of State Prime Sponsor suggests participant jobs be at minimum wage levels. Adequate justification for wages higher than minimum wage levels is necessary. Youth receiving these higher wages may not be employed at locations where other CETA employees are receiving minimum wage for similar work. In addition, project operators paying higher than minimum wages must provide assurances that youth will be placed in unsubsidized employment at wage levels equal to or greater than the wages paid during participation.

Participants should be reimbursed at the Federal or State minimum wage unless adequate justification for a higher wage is provided.

NOTE: Minimum wage will increase from \$3.10 to \$3.35 per hour on January 1, 1981.
When preparing budgets this change must be reflected.

Fringe Benefits

All participants must be provided with workman's compensation coverage (minimum).

Allowable Costs

As projects are required to be Labor intensive, at least sixty-five percent (65%) of the project funds must be used for participant wages and fringe benefits.

Up to ten percent (10%) of the project budget may be used for direct program administrative costs. Administrative costs are defined as those costs to the project which do not directly and immediately affect participants. Examples would include the salaries and benefits of administrative staff (directors, secretaries), their associated costs (space, materials, travel), and other staff not directly working with participants.

The remaining project funds may be used for on-site costs for supervisor wages and benefits, training materials, instructors' wages and benefits, and material and equipment necessary to support the project. Projects not utilizing the full amount available for services, training and materials and equipment must return the balance to the participant wages and benefits.

Complementary Funding

In order to create the maximum number of participant jobs, project applicants should endeavor to complement YCCIP projects with other funds and in-kind contributions which would lower the amount of CETA funds necessary for administrative and other support costs. For example, applicants should explore with the Subgrantee the possibility of including CETA Title II and VI participants as youth supervisors.

Income Generated

If any income is generated by the project during the contract period, it must be used in furthering the objectives of the YCCIP CETA programs.

Budget Planning

In anticipation of late start-ups, negative terminations, participants not working a full work week, and any other programmatic problems that might occur, the Central Office is requiring program budgets to be adjusted to reflect these circumstances.

Remember adjustments to the budget must be in proportion to the 65% wage and fringe mandated by the Title IV Act. For instance, most projects plan for 100% attendance of participants. Our experiences have shown that this is not always true. If projects planned for 85% attendance, which would allow dollars to be programmed in other cost categories, lag generated would be kept to a minimum.

Post Award Interviews

Successful applicants whose projects are recommended for funding by BOS must take part in post award interviews before final approval can be granted to the project. Issues that will be discussed are as follows.

Post Award interviews will be attended by program operator representative, Deputy Director of Youth Programs, a representative from the Subgrantee, and the Youth Specialist to discuss:

- A. Concerns about expenditures and enrollments
- B. To stress the importance of submission of timely and accurate fiscal and client data.
- C. Monitoring procedures
- D. To stress if project is not meeting objectives it is subject to termination of the contract
- E. To stress the impact the project has to the community
- F. The provision of client supervision

GUIDELINES FOR COMPLETING THE REQUEST FOR PROPOSAL APPLICATION FORM

The application form is designed to be as simple as possible yet provide the necessary information on the goals and cost of your project as well as the persons we can contact about the viability of your proposal. Complete the form accurately. Be clear, concise, and specific. Incomplete applications are subject to rejection on that basis alone. The numbers below correspond to numbers on the application blank.

NOTE: Forms which must be submitted to the Subgrantee are enclosed.

ITEM I APPLICANT GROUP'S FULL NAME

The applicant organization must provide a copy of its charter.

ITEM II APPLICANT GROUP'S ADDRESS

Please include the number and street address as well as the city or town and the zip code.

ITEM III CONTACT PERSONS

The contact person for the project must be familiar with the goals and costs of the project, and must be available to answer any questions raised during the review process. This person does not necessarily have to be the person who will direct the proposed project.

ITEM IV PROJECT NAME

Please select a name for your project using no more than eight (8) words.

ITEM V CITIES AND TOWNS TO BE SERVED

ITEM VI APPLICATION TO OTHER SUBGRANTEES OR PRIME SPONSORS

Please identify other Subgrantees or Prime Sponsors to which this proposal is being submitted. These offices are the administrative centers for programs operated under the Comprehensive Employment and Training Act. (See Attachment A)

ITEM VII PROGRAM SUMMARY

Please give us a brief overview of the project including, but not limited to, the size of the project, the type of project, what will be accomplished by the project, where the project will occur, and any additional information which will give a brief description of the project.

ITEM VIII

PROJECT DURATION

Projects must start no earlier than October 1, 1980 and end no later than September 30, 1981

ITEM IV

PROJECT DESCRIPTION

PART A General Specifications

The information in this section will be the basis on which your proposal will be evaluated for approval.

- 1) Project's goals and outcomes. Indicate the results which could be utilized in evaluating the impact, progress, and success of the project.
- 2) The need for the project within the community, how it will meet the need, and those benefits to be derived by the community after the conclusion of the project.
- 3) The specific benefits to be derived by participants, e.g., skills to be obtained. Indicate the number and types of jobs, job descriptions, and the positive benefits to youth participating in the program.
- 4) The qualifications of supervisors working on the YCCIP project must be indicated. Attach resumes. Also the ratio of supervisors to youth and the reason for the selection of the ratio (The recommended supervisor/participant ratio is between one (1) to four (4) and one (1) to ten (10). No supervisor/participant ratios exceeding one (1) to twelve (12) will be accepted).
- 5) A description of your agency's administrative organization, including its accounting and financial management procedures. Indicate your organization's administrative capability to operate employment and training programs and/or provide public service.
- 6) A description of your projects planned performance standards. The local subgrantee and other agencies could provide assistance to you in this area. You must plan to place at least 40% of participants in unsubsidized employment, and the non-positive termination rate must not exceed 30%.
- 7) A description of your plan to serve youth experiencing severe difficulties in obtaining employment. In selecting eligible youth for participation, preference shall be given to the economically disadvantaged, and appropriate efforts shall be made to serve those youth experiencing severe handicaps in obtaining employment. The local subgrantee and other agencies could provide assistance to you in this area.

PART B Additional specifications

The information in this section will be the basis on which your proposal could receive relative priority. Proposals are not expected to address all these areas, and a proposal need not address any of these areas to be approved for funding.

- 1) Preference will be given to neighborhood and community based organizations of demonstrated local effectiveness in providing employment and training services to youth. A neighborhood and community based organization of demonstrated local effectiveness means a private non-profit organization representative of the community, or a significant segment of the community, which has operated a youth employment and training program which achieved planned goals at reasonable costs within an acceptable timeframe.
- 2) Job-related training. Will your project provide structured training to participants, such as ABE, GED, ESL or Skills Training. Because YCCIP projects are labor intensive, training cannot exceed 10 hours per week.
- 3) Will your project provide academic credit to individuals for their participation in the program.
- 4) Will your organization be receiving funds from CETA or other public or private sources which will support this project.
- 5) Is your project designed to service the needy within the community.

PART C Assurances and Justifications

The information in this section should provide the justification for paying participants more than the minimum wage.

ITEM X

BUDGET SUMMARY

After you have completed the budget forms, transfer from them the information requested in this section. The maximum number of participants should be estimated as closely as possible. Remember that your project is likely to experience some employee turnover.

ITEM XI

PHASEDOWN PLANS

Will you be able to terminate the activities smoothly and without hardship within the required maximum time period? And if not, indicate how you will maintain the project activities beyond CETA funding.

Please explain how you will provide for a complete phase-out of the project services or how you will provide for continuation, at

least in part, of the project. For example, if you are planning on rehabilitating a building or landscaping an area, who will provide maintenance after you have completed your work or, if you are providing a service for the elderly or very young, how will it be phased-out without hardship to those who have been receiving the benefits.

ITEM XII

ADDITIONAL INFORMATION

This section is provided for you to give any additional information about your project that is not specifically addressed in other sections of the application form. It is not necessary to fill out this section.

ITEM XIII

YCCIP ABSTRACT

The enclosed YCCIP abstract must be completed in as much detail as possible. It will be used by the Youth Subcommittee to aid in formulating their recommendations for funding YCCIP projects.

No project will be accepted for ranking without this document.

XIII.

YCCIP Abstract

SUBGRANTEE _____ OPERATOR'S NAME _____

PROJECT TITLE _____

PROJECT OPERATOR _____ CEO _____ LEA _____ SUBGRANTEE _____

TOTAL NUMBER OF SLOTS _____ SUPERVISORY/PARTICIPANT RATIO _____ PROJECT DATES _____

PARTICULAR SEGMENTS AND/OR TARGET GROUPS TO BE SERVED:

PROJECT DESCRIPTION:

HAS AGENCY RUN A CETA YOUTH PROGRAM BEFORE?

YES _____

NO _____

IF SO WHAT PROJECTS AND WHEN?

PROJECTED OUTCOMES

TOTAL ENROLLMENTS _____

ENTERED UNSUBSIDIZED EMPLOYMENT _____

RECEIPT OF ACADEMIC CREDIT/GED _____

REMAINS OR ENROLLS IN FULL TIME ACADEMIC OR
VOC SCHOOLS _____TRANSFER TO OTHER CETA PROGRAM OR OTHER EM-
PLOYMENT AND TRAINING PROGRAMS _____

NON-POSITIVE TERMINATIONS _____

TOTAL PROGRAM REQUEST

\$ _____

% OF PROGRAM

1) PROJECT ADMINISTRATION _____

2) PARTICIPANT WAGE _____

3) PARTICIPANT FRINGE _____

TRAINING _____

SERVICES _____

WORKSITE SUPERVISION _____

4) T, S, W, - AGGREGATE _____

5) COST PER PARTICIPANT _____

HOW ARE PURPOSE AND GOALS OF PROJECT CONSISTENT WITH EOS YOCIF GOALS?

WHAT ARE BENEFITS AND MEASURABLE OUTCOMES?

WHAT SKILLS AND/OR KNOWLEDGE WILL/ BE ACQUIRED?

HOW WILL TRAINING PROMOTE EMPLOYMENT FOR PARTICIPATING YOUTHS?

WHAT IN KIND AND OTHER FINANCIAL RESOURCES WILL BE MADE AVAILABLE?

WHAT POPULATION IN THE COMMUNITY WILL BE BENEFITED BY THE PROJECT?

COMMENTS:

Attachment B

EVALUATION CRITERIA

The Prime Sponsor has established rating criteria to be used by itself and Subgrantees for evaluating proposals. A proposal will be evaluated with respect to its success in meeting the rating criteria. The final funding decision will be made by the Department of Labor after review of the Prime Sponsor YCCIP application.

Due to the innovative nature of this program, the CETA administration reserves the right to revise these criteria or the selection process as necessary to effectively implement this program.

A proposal must meet the following minimum standards:

1. The project must use sixty-five percent (65%) of the program funds for participant wage and fringe.
2. No project may exceed the ten percent (10%) limitation on administration costs.
3. The project must operate for twelve (12) months. The project must begin on October 1, 1980 and end on September 30, 1981.
4. Project must not involve construction or related building trades.
5. The project must not violate "maintenance of effort provisions."
6. The applying organization must have been in existence for a minimum of two years.

Qualifying Criteria

A proposal must satisfy the following qualifying criteria:

1. It must show a purpose and goals which are consistent with the purpose and goals of the Balance of State CETA YCCIP program, and identify the benefits and measurable outcomes of the project.
2. It must identify a community need, document a strategy for meeting that need, and describe the tangible benefits which will accrue to the community.
3. It must provide jobs resulting in the acquisition of skills and/or knowledge, and the possibility of future employment at the conclusion of the project.
4. It must provide an adequate quality and level of supervision, and justification of supervisor/participant ratio.
5. It must document the administrative capability of the applicant.
6. It must indicate acceptable performance standards and show adequate plans to meet these standards.
7. It must demonstrate an emphasis on service to youth target groups.

Priority Criteria

(for approved projects, if applicable)

1. The proposal documents the applicant is a neighborhood or community based organization of demonstrated local effectiveness in providing employment and training programs to youth.
2. The project provides structured training which is job-related and will enhance the acquisition and development of skills for participating youth.
3. The project provides academic credit for participating youth.
4. The applicant shall be utilizing other resources (financial and in-kind) to supplement the project.
5. The project provides services or benefits to those in need within the community.

Attachment C

PARTICIPANT ELIGIBILITY

All participants on YCCIP projects must be certified CETA eligible. Only sub-grantees may refer eligibla clients to project operators. No clients may be directly placed into the project by the operator.

The eligibility is as outlined below:

All participants must, at the time of application,

1) be sixteen (16) through nineteen (19) years of age, inclusive

AND

2) be unemployed.

In selecting youth for participation, first consideration will be given to the econcmically disadvantaged with-in the eligible pcpulation. High school drop-outs will receive preference over those unemployed youth with academic credentials.

Attachment D

DEFINITIONSMaintenance of Effort

Jobs provided through this project must result in an increase in employment opportunities over those which would otherwise be available. These jobs may not result in the displacement of currently employed workers, including partial displacement such as a reduction in working hours. Contractors may not terminate, lay-off, or reduce the working hours of an employee in anticipation of hiring an individual with project funds. No participant may fill a position normally provided by temporary, part-time, or seasonal workers or contracted out and no participant may fill an existing full-time vacancy. Projects must not replace existing services funded from non-CHS sources. The contractor - sponsored level of activity in existence prior to the initiation of this project must be continued and not be reduced in level of effort in any way as a result of this project.

Equal Employment Opportunity (EEO)

Every contract for project funds must contain an assurance concerning the provision of equal employment opportunity. No person may on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation or beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part by project funds. The Subgrantee is responsible for assuring that no discrimination occurs in any program for which it has responsibility. The Subgrantee affirmative action mechanism monitors contractors for compliance.

DEFINITIONS (CONTINUED)Conflict of Interest

No person employed in a project may benefit directly or indirectly by gift, consideration, gratuity, favor, or financial means from any CETA funded activity beyond the approved salary and benefits. Nor may the funding of any project be based or conditioned upon future favors. Purchases and rentals may not be made from family or relatives. Activity that could be construed as resulting in special consideration is prohibited.

Advisory Manpower Planning Board (AMPB) And AMPB Youth Councils

During the review and selection procedure for projects no Prime Sponsor Planning Council member, AMPB member, Youth Council member, or Subgrantee staff member may cast a vote on or participate in the discussion of any matter in connection with a proposed project or activity in which that member (or any organization with which that member is associated) has a direct interest. The Balance of State Prime Sponsor has defined "direct interest" as being the project sponsor, or being related to a person associated with the project sponsor. Discussion of a proposed project by an AMPB member, Youth Council member, or an associated organization would be allowable if representatives from all other project proposals that are being seriously considered are invited to the AMPB's Youth Council public meeting or subcommittee's meeting for a similar opportunity to discuss their projects.

(FEDERAL REGULATIONS FOR THE CETA PROGRAM ARE ON FILE AT LOCAL SUBGRANTEE OFFICES.)

SUBGRANTEE: _____

APPLICANT ORGANIZATION: _____

PART A: QUALIFYING CRITERIA

All items of the qualifying criteria are equal in importance and worth a maximum of twenty (20) points each. A proposal must receive a total score of at least ninety-five (95) points to be approved. Maximum total points possible is 140.

0-5 pts - poor

11-15 pts - good

6-10 pts - fair

16-20 pts - excellent

<u>CRITERIA</u>	<u>POINTS AWARDED</u> (20 Max. per item)
Shows a purpose and goals which are consistent with the purpose and goals of the Balance of State GEAR YOUNG program, and identify the benefits and measurable outcomes of the project.	
Identifies a community need, documents a strategy for meeting that need, and describes the tangible benefits which will accrue to the community.	
Provides jobs resulting in the acquisition of skills and/or knowledge, and the possibility of future employment at the conclusion of the project.	
Provides an adequate quality and level of supervision, and justification of supervisor/participant ratio.	
Documents the administrative capability of the applicant.	
Indicates acceptable performance standards and shows adequate plans to meet these standards.	
Demonstrates an emphasis on service to youth target groups.	
<u>COMMENTS:</u>	<u>TOTAL</u>

☒ Approved☐ Disapprove

NOTE: any items of approved proposals which scored under ten (10) points must be negotiated before a formal contract is written.

PART B: PRIORITY CRITERIA

Award points to those approved proposals which meet any of these additional criteria. Check box and circle points if "yes".

CRITERIA	ADDITIONAL POINTS
The proposal documents the applicant is a neighborhood or community based organization of demonstrated local effectiveness in providing employment and training programs to youth. Yes <input type="checkbox"/> No <input type="checkbox"/>	20
The project provides structured training which is job-related and will enhance the acquisition and development of skills for participating youth. Yes <input type="checkbox"/> No <input type="checkbox"/>	10
The project provides academic credit for participating youth. Yes <input type="checkbox"/> No <input type="checkbox"/>	10
The applicant shall be utilizing other resources (financial and in-kind) to supplement the project. Yes <input type="checkbox"/> No <input type="checkbox"/>	5
The project provides services or benefits to those in need within the community. Yes <input type="checkbox"/> No <input type="checkbox"/>	5
TOTAL	

SCORE SUMMARY:

- Total points from Part A (qualifying criteria) _____

- Total points from Part B (priority criteria) _____

- Total Rank Score _____

U.S. DEPARTMENT OF LABOR
Employment and Training Administration
**CETA PROGRAM
PLANNING
SUMMARY**

A. PRIME SPONSOR'S NAME AND ADDRESS

Massachusetts Balance of State
C.F. Hurley Bldg. 4th Floor
Government Center, Boston, MA 02114

B. GRANT NUMBER

9-25-057-PPE

C. PERIOD OF GRANTFrom
10-1-80

To

9-30-81

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY		MOD. DATE	
THURS.	OPEN	MOD. No.	MOD. DATE
SEC.	Prog. Code	Reg.	St.
F.V.	Proj. No.	Subj. Proj. No.	Cont. Code
D	0		
Col	1	2	3

D. TYPE OF PROGRAM ("X" appropriate box(es))

- ☐ II-B,C ☐ II-D ☐ VI ☐ VII
☐ III (Specify) _____
☒ IV (Specify) YCCIP
☐ Other (Specify) _____

I. PARTICIPATION AND TERMINATION SUMMARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A. TOTAL PARTICIPANTS	24	546																												
1. New Participants	31	175																												
2. Transfers from other Subparts	36	0																												
3. Participants Carried Over	41	371																												
B. TOTAL TERMINATIONS	46	360																												
1. Entered Unsub. Empl.	51	198																												
a. Direct Placement	56	-																												
b. Indirect Placement: (1) Thru Sponsor	61	136																												
(2) Other Indirect	66	62																												
2. Transfers to other Subparts	71	10																												
3. Additional Positive Terminations	76	55																												
a. Ret. to/Continue Full-Time School	D	12	25	3																										
4. Other Terminations	31	97																												
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)	36	186																												
1. Active Non-PSE Participants (II-D or VI)	41																													

II. SPECIAL CATEGORIES

A. UNSUB. PRIVATE SECTOR PLACEMENTS	46	40																												
B. TITLE II-C: (1) Upgrading	51																													
(2) Retaining	56																													
C. TITLE IV: (1) GED Certificate	61																													
(2) Academic Credit	66	15																												
(3) Special Mixture Component (YETP)	71																													
(4) Limited Services (YETP)	76																													
D. SYEP: (1) Vocation Exploration Program	D	3	26																											
(2) Summer Entitlement Program			31																											
(3) Concurrent Participation in: (a) Title II-B/C			36																											
(b) YETP			41																											
(c) YCCIP			45																											

III. PARTICIPATION IN PROGRAM ACTIVITIES

	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current
A. Classroom Training (Occup. Skills)	25									
B. Classroom Training (Other)	31									
C. On-the-Job Training	36									
D. Work Experience (In-School)	41									
E. Work Experience (Other)	46	546	111		705	225	861	201	861	69
F. Pub. Srv. Empl. (II-D or VI)	51									
1. PSE Participants in Trng./Services	56									
G. Career Empl. Experience (YETP)	61									
H. Transition Services (YETP)	66									

IV. OTHER ACTIVITIES: Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

V. SIGNIFICANT SEGMENTS (Program Year-to-Date Plan)

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A. Male	25	300	388		474	474																									
B. Female	31	246	317		387	387																									
C. 12 & under	36	546	705		861	861																									
D. 20-21	41																														
E. 22-24	46																														
F. 45-54	51																														
G. 55 & over	25																														
H. W-(N.H.)	31	432			563	681																									
I. B-(N.H.)	36	54			62	75																									
J. Hispanic	41	60			80	105																									
K. AI & AN	46																														
L. A & P.I.	51																														

U.S. LABOR * Employment and Training
BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

Massachusetts Balance of State
Charles F. Hurley Building 4th Floor
Government Center
Boston, Massachusetts 02114

B. GRANT NUMBER
9-25-057- PPE

C. TYPE OF PROGRAM (X one)

☐ II - D.C. ☐ VI
☐ II - D ☐ VII
☐ III ☒ Other YCCIP
☐ IV

CONTRACT KEY

Proj. No.	Reg.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code	Mod. No.	MOD. DATE											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

E. BUDGET SUMMARY COST CATEGORIES

1. ADMINISTRATION	ESTIMATED FEDERAL UNEXPENDED FUNDS										NEW OR REVISED FEDERAL BUDGET										f. TOTAL
	b. Total					c. YETP In-School					d. Total					e. YETP In-School					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
J. Work Site																					
4. Fringe																					
5. Work Site																					
6. Training																					
7. Services																					
a. Total																				1,537,595	

F. CUMULATIVE QUARTERLY PR JECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

1. PRIOR SPONSOR OBLIGATIONS :	ESTIMATED FEDERAL UNEXPENDED FUNDS										NEW OR REVISED FEDERAL BUDGET										f. TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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- IV. A summary of subrecipients and contractors will be submitted as soon as that information is in final form.

F. Title IV, YETP

F.I.a.i. Describe Major Shifts in Program Emphasis

Program emphases for Title IV YETP are an important part of a broader youth strategy within the prime sponsor. Policies concerning Title IIB youth programs have an impact upon YETP and vice versa.

The prime sponsor serves a large number of youth, those who are out-of-school and those who have not left school including many who are only 14 or 15 years old. One major shift in program emphasis is to reduce the number of in-school youth who are served in Title IIB and transfer much of this effort to YETP. By doing so, the number of out-of-school youth in Title IIB will be expanded. This policy offers several advantages.

Many of the in-school participants are children within AFDC households. By transferring these youths to YETP, their earnings will be disregarded when the amount of welfare benefits is computed.

By funding almost all of the in-school work experience through YETP, more in-school youth will be assured of receiving transitional services and being served through an LEA agreement.

By using Title IIB as the primary training title for adult and youth labor market participants, and by using YETP to serve in-school youth who are not full time labor market participants and to serve youth who need jobs and training, the prime sponsor's performance will be more consistent with the purposes of both CETA subparts.

Parts of the specific policy were made effective during the 4th quarter of FY'80, and the remainder is to be implemented in FY'81. The program emphasis as reflected in a program instruction is as follows.

Effective July 1, 1980, no new in-school youth may be enrolled in Title IIB. In addition, subgrantees will begin to transfer currently enrolled, Title IIB, in-school welfare recipients to Title IV. Only those who are expected to be placed during FY'80 may be excluded from the transfer which is to be completed by September 30, 1980.

Effective October 1, 1980, enrollment of new in-school youth will be limited to high school seniors. These seniors may not be served in SYEP. Instead, intensive job development and placement services or additional skill development within Title IIB will be provided. Subgrantees who achieved a cost per entered employment of \$7,500 or less in FY'79 and who plan a cost not to exceed \$5,000 in FY'81 may continue to serve younger in-school youth within Title IIB.

A second emphasis is to create a limited services capability within YETP. There are many youth residing in the prime sponsor area who need only counseling and a job. In several geographical areas, the prime sponsor will offer limited services using the Division of Employment Security as a service provider.

Although there will be changes in the age and school status of YETP youth, part of the program emphasis is directed toward effecting these changes without reducing the rate of service to important target groups. In fact, when subgrantees sum the planned rate of service to women, minorities, offenders, handicapped and the limited English speaking, the sum must be five percentage points higher than the prior year's actual rate of service in order for the plan to be accepted by the prime sponsor.

Historically, the prime sponsor has experienced problems with developing excessive lag monies within its youth programs. During FY'80, the magnitude of this problem was reduced considerably by reallocating lag funds from the areas that had been unable to attain their planned rate of expenditure to those which were able to implement additional programming. However, reallocation is an effective corrective action tool primarily at the end of the first and second quarters. Lag funds identified at the end of the third quarter must be reprogrammed and utilized during the summer, an action which may result in less than optimal programs. Because reallocation is based upon low rates of expenditure during the first half of the year, in FY'81 subgrantees will be required to plan spending rates that must be 25% or more of their total availability during each of the first three quarters. In this manner, areas which do not expend reasonable proportions of their grant will put some of their funds in jeopardy of reallocation and will not be able to plan low levels of activity during the critical, early quarters of the fiscal year.

The prime sponsor has set performance standards to be used in reviewing subgrantees' FY'81 planned and actual performance. For all YETP activities except OJT, the key indicator is the "goal attainment rate." This rate is:

$$\frac{\text{enter employment} + \text{return to school} + \text{inter title transfer} + \text{intra title transfer}}{\text{all leaving the activity except holds}} \times 100$$

Subgrantees may not plan a goal attainment rate that is less than what had actually been achieved in the past. Those with a past rate of 80% or more are not required to plan improvement. Those with past performance of 60-80% range will be required to plan improvement, and planned rates of less than 60% will not be accepted.

In OJT, the key indicator is an entered employment rate designed specifically for this activity. This rate is:

$$\frac{\text{enter employment}}{\text{all leaving the activity including holds}} \times 100$$

The principle is the same. Subgrantees with a past rate of 70% will not be required to plan improvement, but those in the 55-70% range will. Plans with a rate of less than 55% will not be accepted.

Program emphases for YETP include using YETP as the primary title for in-school youth, developing our limited services capability, emphasizing service to target groups, planning year around youth programming, minimizing lag, and developing performance standards. We expect these emphases to contribute to the development of effective, efficient programs which meet the needs of Massachusetts youth.

F.I.a.ii. Description of the Manner in Which the Program will Satisfy the
Employment and Training Needs of Youth

The basic employment and training needs of youth are two-fold, arising from the lack of educational attainment and the absence of vocational experience. The Prime Sponsor has designed programs with the flexibility to meet both educational and vocational needs of the youth population.

Many studies have documented the correlation between education and earnings. Persons with more years of education are unemployed less often and are involuntarily unemployed for shorter period of time. Not only do the better educated work a greater number of weeks per year but also they are paid higher wages for each week that is worked.

The Prime Sponsor, therefore, devotes a great deal of its effort in YETP toward providing in-school youths with the support that will allow them to remain in school. In some areas, the support may be no more than the experience gained through CETA participation. Other participants may need a variety of supportive services ranging from counseling to transportation, childcare, etc. In some cases, it is the confidence provided by the work experience that enables a youth to continue his/her education.

Academic credit that will count toward a high school diploma may be awarded to in-school youth for YETP participation. Participants are urged to remain in school to earn a high-school diploma. Regardless of academic skills, many employers will not consider a job applicant who lacks a diploma.

Youths who have dropped out of school may be provided services similar to those of in-school youth. For the most part, however, the desired outcome for an out-of-school youth is unsubsidized employment. The EDP for an out-of-school youth may include work experience prior to employment-oriented activities. In conjunction with another program activity, out-of-school youths may be working toward a GED.

Almost all youths face the employment barriers associated with a lack of vocational experience. Employers usually seek applicants who have a work history which demonstrates vocational accomplishments as well as mature behavior patterns.

For vocationally inexperienced youth, the Prime Sponsor provides valuable exposure to the world of work. A YETP participant may have no concept of what is involved in different occupational fields. Whether exploring numerous vocations or concentrating in one field, the participant gains a realistic view.

Economically disadvantaged youth may have few or no role models from which to learn good work habits. Without an awareness of the importance of punctuality, good attendance, and other responsible traits, young employees will be further disadvantaged. Supervised work in a structured environment with mature employees provides participants with needed information on required behavior patterns.

Another aspect of the absence of vocational experience is the lack of specific job skills. While some youth components are more directed at providing exposure to work, out-of-school youth may be trained in highly marketable skills through skills training and OJT.

The experience of career exploration or working at a specific job increases knowledge and self-confidence among YETP participants. The enhanced self-image and greater awareness of vocational fields are invaluable when these youths begin to seek employment.

Almost all youths face discrimination in the labor market solely on the basis of age. In addition to providing educational and vocational experience, the Prime Sponsor must provide continuing advocacy for youth participants before employers. Most youths are members of two or more target groups; the discrimination faced by these youths is complex. The Prime Sponsor must address this artificial barrier to youth employment as well as multiple real barriers.

While all youths must overcome discrimination in seeking employment, members of different target groups face additional barriers. (See Section F.I.a.iii for a description of barriers faced by each group.) The Prime Sponsor provides the services discussed above to address the real barriers to employment for these groups.

F.I.a.iii. Analysis of Need

Youth face two types of barriers to employment, real and artificial. A real barrier is a characteristic which prevents adequate job performance. Employers make economically rational decisions when they choose not to employ a person with that characteristic. An artificial barrier is a characteristic which does not interfere with job performance, but is one which employers associate with inferior skills and abilities. Education can be used as an example. A person without reading, computation, and reasoning skills is not able to perform as well as a person who has mastered these basic skills, therefore, lack of education is a real barrier. However, studies have shown that employers correlate trainability, productivity, personality, and adaptability with educational attainment and they use educational requirements to seek any one of these attributes. Rather than assess job applicants in detail, educational requirements are an inexpensive way in which to screen applicants. Depending upon the position and the individual, lack of education may be an artificial barrier.

All young people share a set of barriers to employment, barriers associated with youth. New entrants to the labor force do not have experience which demonstrates past accomplishments and which bolsters self-confidence. Part of successful labor market participation is dependent upon the acquisition of skills and abilities necessary for job performance, and another part is dependent upon the acquisition of behavior patterns demanded by firms. Experience can attest to both factors. Youth barriers have not changed greatly, but the impact of the barriers upon youth is more severe in times of rising unemployment.

In addition, many youth are members of other target groups which have a higher incidence of employment barriers. The problem is compounded by the fact that many individuals belong to more than one group suffering from discrimination, and membership in more than one group results in even greater income reduction and unemployment.

Those most in need of remedial manpower services belong to one or more target groups, groups which are given priority for CETA services. The target group as a percent of total persons served, and the reasons for selecting the target group are as follows.

<u>Target Group</u>	<u>Target Group as a Percent of Total Served</u>	<u>Barriers to Employment</u>
Women	55.0%	<p>Within the youth labor market, jobs tend to be sex-typed. Unskilled factory and laborer jobs are filled by males, and clerical and child care jobs are reserved for females.</p> <p>Female barriers become more pronounced at the time when the transition to the primary labor market is made. Many young women retire to raise families and do not make the transition. For those remaining, few are able to climb a career ladder.</p>
High School Dropouts	30.0%	<p>Most youth graduate from high school. In the Balance of State, only 10% of white youth and 20% -25% of minority youth fail to graduate. Because dropouts are a small minority of the youth population, employers can and do discriminate against them. Because the behavior necessary for primary employment (attendance, punctuality, ability to follow instructions and carry out tasks, etc.) also facilitates completing high school, dropouts tend to have more severe barriers in making the transition into primary employment.</p> <p>Among high school dropouts are youth in need of remedial education. Those who reach adulthood without basic education skills are at a serious disadvantage. • Employers make large investments in training, but they invest in "job specific" skills and not general skills which can be transferred easily to other employers with a change of jobs. Without the foundation upon which to learn more specific skills, those in need of remedial education have very limited labor market opportunities.</p>

<u>Target Group</u>	<u>Target Group as a Percent of Total Served</u>	<u>Barriers to Employment</u>
Economically Disadvantaged Youth	98.0%	<p>One of the strongest barriers associated with economically disadvantaged youth is lack of education. Both the Coleman report (<u>Equality of Educational Opportunity</u>, by James S. Coleman, et al.) and the <u>Report of the National Advisory Commission on Civil Disorders</u> document that poor children do not do as well in school. Disadvantaged children start school less well prepared, and the absolute gap widens as children progress through school. In a study of northeastern metropolitan areas of the United States, black students in the sixth grade were shown to be about 1½ grade levels behind white students in verbal abilities. By the ninth grade, they were 2½ years behind, and they were over 3 years behind by the twelfth grade. Nationwide, 50% of all high school graduates attend college, but only 8% of economically disadvantaged graduates do so. Furthermore, in the mid-1960's, B.A. Weisbrod demonstrated that the dropout rate for children from families with less than \$4,000 annual income was twice as high as the rate for children in families with over \$6,000 of annual income. Of the dropouts, most had the intellectual capabilities necessary for graduation.</p> <p>The economically disadvantaged are concentrated in poverty areas with a decreasing supply of jobs near by. Lack of transportation can be a real barrier as can the absence of friends and relatives who have good jobs and who can assist in job seeking. According to the national data, 80.1% of males aged 16-19 used direct employer contact as a method of job search, a method which may limit opportunities.</p>

<u>Target Group</u>	<u>Target Group as a Percent of Total Served</u>	<u>Barriers to Employment</u>
AFDC Recipients	40.0%	<p>It is estimated that there are 60,000 AFDC dependant children aged 14-20 within Massachusetts. Not only are these youth economically disadvantaged, but also they are deprived of a parent through absence or unemployment.</p> <p>In addition, there are approximately 20,000 female heads of household who are under 22 and who are within Massachusetts AFDC families. These youths are usually single parents, another prime sponsor target group.</p>
Single Parents	5.0%	<p>Parenthood is not a disability. However, dependents increase the income needs of young parents, and many jobs open to youth are no longer suitable if the parent is to be self-sufficient.</p> <p>The problem is compounded if the parent is single and especially if the parent is female. A female head of household has less than half the potential income of a two parent household due to the smaller earnings of women and the cost of child care.</p> <p>Furthermore, single parents desire employment nearby because they do not have time for a long commute due to their multiple responsibilities. The location of the job and the need for flexible hours can be quite limiting.</p>
Minority (to include all racial and ethnic minorities)	15.0%	<p>When employed, minority youth in Massachusetts earn salaries comparable to those of all youth. However, employers hire minority youth less often, a fact reflected in higher unemployment rates and lower labor force participation rates. In addition, minority youth are less likely to make the transition into the primary labor market.</p>

<u>Target Group</u>	Target Group as a Percent of <u>Total Served</u>	<u>Barriers to Employment</u>
Minority (Cont.)		<p>Minority youth have a higher incidence of dropping out of high school and of being economically disadvantaged.</p> <p>Part of the barrier faced by minorities is real and part is artificial. B. R. Schiller (<u>The Economics of Poverty and Discrimination</u>) has examined the wage differential between blacks and whites using 1970 data. Blacks earn 60% of white incomes. However, if earnings are adjusted for educational differences, black earnings are 70% of white income. When adjustments are made for the quality of education received by blacks, black earnings are 80% of white income.</p> <p>The higher incidence of educational deficiency is a real barrier. The remaining difference in income can be attributed to labor market discrimination, and this portion is the artificial barrier. The manpower policy implication of real barriers is training and the implication of artificial barriers is advocacy and affirmative action.</p>
Limited English Speaking Ability	3.0%	<p>The Limited English Speaking share barriers with minorities, the less educated, and the poor. The primary additional barrier is the need to find employment within a neighborhood in which the native tongue is spoken or in which oral communication with co-workers or the public is not essential. Only a small portion of the labor market is open to this group, in such areas as maintenance, manual labor, and food service.</p>

<u>Target Group</u>	<u>Target Group as a Percent of Total Served</u>	<u>Barriers to Employment</u>
Handicapped	9.0%	<p>The barriers faced by the handicapped are as varied as the handicaps. Some barriers are architectural, and others are too severe to be surmounted through manpower programs.</p> <p>Among those rehabilitated by the Rehabilitation Commission, about a third suffered from mental and personality disorders at the time they were accepted, a handicap which may indicate an inability to function in every day life. Hearing loss affected 12.1%, and mental retardation affected 11.1%. Even with training which enables persons to function despite the handicap, real barriers to employment remain.</p>
Offenders	13.0%	<p>Offender barriers are severe. Offenders have few skills and educational credentials. An offender status is evidence that one has not accepted the behavior standards set by society and there is the assumption that offenders will not adopt the behavior patterns required by the labor market. In addition, offenders have a high incidence of emotional disabilities, and studies have shown that few have more than average intelligence. Employers discriminate against offenders, but offender barriers require more than advocacy.</p> <p>Offenders face legal barriers imposed by occupational licensing and bonding requirements, and they are discriminated against when they attempt to obtain credit. Offenders have a higher incidence of minority group membership, psychological handicaps, and serious problems with alcohol or drugs. In addition, those who have been incarcerated must make the transition back to society and work after months or years of idleness.</p>

<u>Target Group</u>	<u>Target Group as a percent of Total Served</u>	<u>Barrier to Employment</u>
Veterans	0.6%	<p>The barrier for veterans is the lack of civilian work history and skills. However, those entering the armed forces tend to be more disadvantaged than were recruits during times of compulsory service.</p> <p>Veterans are included because they are a prime sponsor target group for all CETA titles. However, the service goal is very low in YETP because veterans have lived in an adult world and few are best served in a title designed for youth.</p>

F.I.a.iv. The prime sponsor is not requesting special group waivers.

F.I.b. Results and Benefits

F.I.b.i. Goals

The prime sponsor plans to serve 2564 youth in YETP activities during FY'81. Before the end of the fiscal year, 2066 will terminate from one of the seven activities that will be provided. The planned outcomes are:

Activity	Enter employment	Other positive	Return to school	Transfer to another title
Limited services	305	0	0	0
Career employment	193	780	760	52
Experience				
Transitional	12	4	2	1
Services				
OJT	52	9	5	0
Skills training	81	29	15	5
Classroom training	9	8	3	3
Other				
Work experience	135	29	18	79
Total	787	859	803	140

At the title level, the planned performance indicators are:

Entered employment rate: 38.1%
 Cost per entered employment: \$6,705

Indirect placement rate: 23.3%
 Cost per indirect placement: \$10,948

Positive termination rate: 86.5%
 Cost per positive termination: \$2,954

Career Employment Experience

Career Employment Experience will be provided in all subgrantee areas, and in some subgrantees, two distinct programs will be offered. Because the program is designed for in school youth, for whom placement is not a goal, the primary performance indicators are those associated with positive terminations. The planned outcomes are as follows:

Area	Number served	Number of terminations	Entering employment	Other positive terminations	Return to school	Transfers to other titles	To be served in SYEP as a concurrent enrollment
Chelsea	73	73	20	46	46	0	3
Gardner	94	94	15	71	71	0	0
Greenfield	28	22	8	10	10	0	0
Hopedale	66	6	0	0	0	0	0
Hopedale	9	3	0	1	1	2	0
Lawrence	203	142	35	54	54	19	135
Marlboro	104	104	20	62	62	2	0
Medford	200	200	40	143	125	0	0
Newton	28	18	10	5	5	0	12
Newton	69	21	0	18	18	0	50
Northampton	31	31	4	3	3	19	0
Norwood	45	45	6	33	32	2	0
Norwood	22	13	1	3	2	8	0
Quincy	139	97	7	69	69	0	62
Southbridge	64	29	4	23	23	0	35
Taunton/ Plymouth	111	25	4	7	7	0	0
Yarmouth	251	251	19	232	232	0	0
Total	1537	1174	193	780	760	52	297
							258

The performance indicators are:

Positive termination rate: 87.3%
 Cost per positive termination: \$2,971

Transitional Services

Transitional services will be provided for 20 in-school youth in Lawrence. All youth will terminate from the activity by the end of the fiscal year, and because the activity is targeted toward high school seniors, 12 are expected to enter employment. Four will terminate as "other positives" (of whom two will return to school), and one will transfer to another title.

Indirect placement rate: 60.0%
 Cost per indirect placement: \$7,742

Positive termination rate: 85.0%
 Cost per positive termination: \$5,465

On-the-Job Training

On-the-Job Training will be offered as a YETP activity in three subgrantee areas. The planned participant outcomes are as follows:

Subgrantee Area	Number Served	Number of Terminations	Entering Employment	Other Positive Terminations	Return to School	Inter-title Transfers	Other Terminations
Greenfield	21	17	11	1	1	0	5
Medford	30	30	19	8	4	0	3
Taunton/ Plymouth	33	28	22	0	0	0	6
Total	84	75	52	9	5	0	14

Because the planned cost of this activity is \$200,600, the quantified performance indicators are:

Indirect placement rate: 69.3%
 Cost per indirect placement: \$3,858

Positive termination rate: 81.3%
 Cost per positive termination: \$3,289

Classroom Training

Out of school youth will receive classroom training in four subgrantee areas. In three areas, occupational skills will be provided to a total of 152 participants who have the following planned outcomes:

Subgrantee Area	Number Served	Number of Terminations	Entering Employment	Other Positive Terminations	Return to School	Intertitle Transfers	Other Terminations
Lawrence	60	60	36	8	0	4	12
Medford	60	60	33	21	15	0	6
Taunton/Plymouth	32	22	12	0	0	1	9
Total	152	142	81	29	15	5	27

260

With a total planned skills training expenditure of \$509,200, the performance indicators for the activity are:

Indirect placement rate: 57.0%
 Cost per indirect placement: \$6,286

Positive termination rate: 81.0%
 Cost per positive termination: \$4,428

Yarmouth is operating a classroom training program in which remedial education will be provided for 24 out of school youth. All will terminate during the fiscal year, 9 will enter employment, 8 will be other positives (of which 3 will return to school), three will transfer to another title, and 4 will be other terminations.

Work Experience

Work experience for out of school youth will be offered in 9 areas for a total of 466 participants. This is the only YETP activity in which there are planned intra title transfers. Twenty-four youth are expected to receive YETP skills training or OJT after completing work experience.

Subgrantee Area	Number Served	Number Leaving Activity	Number of Intertitle Transfers	Number Leaving YETP	Entering Employment	Other Positive Terminations	Return to School	Intertitle Transfers
Chelsea	54	45	0	45	13	0	0	19
Gardner	131	62	0	62	34	4	0	16
Greenfield	21	21	3	18	9	2	2	1
Medford	63	63	21	42	16	12	9	8
Newton	44	30	0	30	12	5	5	6
Northampton	26	22	0	22	9	2	0	6
Norwood	3	3	0	3	1	0	0	1
Quincy	40	40	0	40	20	4	2	4
Taunton/Plymouth	84	61	0	61	21	0	0	18
Total	466	347	24	323	135	29	18	79

The performance indicators for work experience are:

261

Indirect placement rate:	41.8%
Cost per indirect placement:	\$9,787
Positive termination rate:	75.2%
Cost per positive termination:	\$5,437

Limited Services

The prime sponsor plans to offer limited services in several geographic areas through contracts with the Division of Employment Security. Counseling and placement services will be provided. At this point, quantified goals have been set in two areas. A total of 305 direct placements are expected; 206 in Newton and 99 in Yarmouth.

The prime sponsor sets service goals for significant segments and target groups. With the exception of younger participants, the significant segments are expected to have similar rates of positive termination and entering employment.

There are many non-quantified outcomes that are planned. These objectives are related to:

- o learning occupational and academic skills
- o acquiring the behavior demanded by employers (punctuality, follow instructions, cooperation, etc.);
- o learning about ones own abilities and interests and occupational areas in which such abilities are used;
- o remaining in school;
- o improved quality of life due to earnings and the esteem derived from employment; and
- o learning the entry requirements for a variety of jobs.

F.i.b.ii. Outcomes

- A. During FY'81, a total of 429 youth will receive academic credit. For a discussion of the arrangements to document competencies, please refer to the LEA agreements.
- B. Many youth will be served in other CETA activities following YETP participation. In addition to the 297 who will be served in SYEP during their YETP enrollment, another 140 will be transferred to another title. Almost all of the transfers are from work experience and almost all are to Title IIB where out of school youth or youth who have recently graduated will receive skill training or OJT.

F.I.c. Approach

- F.I.c.i. The prime sponsor does not plan to operate any 10% special component programs.

F.I.c.ii. YETP Assessment

The Prime Sponsor will focus on youth assessment as a YETP Program Emphasis for FY'81. Although all subgrantees have procedures for assessing YETP participants, thorough assessments have not always been given in-school youth. In order to begin strengthening assessment procedures and ensuring in-school youth of full assessment services, the Prime Sponsor will provide a youth assessment model to subgrantees. The following steps will be taken:

1. The issue will be on the agenda at the next Youth Coordinators' Conference.
2. Based on input from the subgrantee youth coordinators, a policy will be formulated for meeting in-school assessment requirements.
3. The Prime Sponsor will develop a model allowing assessment to be a part of the LEA Agreement. Handling assessment in this manner would require school systems to work more closely with the CETA system which would alleviate many of the pressures placed on Subgrantee Assessment Units.

Current YETP assessment procedures include from 1 to 6 days of intensive testing, interviewing, and workshops conducted by assessment staffs prior to placement of youths in activities. Interviewing is done on individual and group basis to orientate youth to long range and short term goal setting and career planning. Career Counseling is done to elaborate on and corroborate skills, education and experiences in the applicant's history, to assess the youth's appropriateness for CETA as opposed to other agencies, and to assist the youth in choosing a vocational area and developing an EDP. Testing assesses a youth's aptitudes, interests and academic strengths.

- A. The assessment instruments consist of a battery of interest, achievement and aptitude tests administered by the subgrantee's assessment staff. Below is a listing of tests used by subgrantees:

Interest Tests

Harrington/O'Shea Career Decision-making
 California Occupational Preference System
 Kuder Occupational Interest Survey
 Gordon Occupational Checklist
 Wide-Range Interest-Opinion Test
 Career Information Center Library
 Holland's Inventory Battery
 Job Matching
 Strong-Campbell Interest Inventory
 Employability Attitudes
 Short Occupational Knowledge Test
 Individual Career Exploration
 Self-Directed Search
 COATS Job Matching
 Picture Interest Exploration Survey
 Hall Occupational Orientation Inventory
 Work Environment Preference Schedule
 Minnesota Vocational Interest Inventory

Achievement Tests

Test of Adult Basic Education
Adult Basic Learning Exam
Peabody Individual Achievement Test
Wide-Range Achievement Test
Wide-Range Vocabulary Test
San Diego Quick Assessment
Slosson Oral Reading Test
Woodcock Reading Mastery Tests
Gray Oral Reading Test
Durrell Analysis of Reading Difficulty
Key Math
Metropolitan Achievement Survey Battery
Industrial Reading Test
Baranquilla Rapid Survey Intelligence Test
Inter-American Series - English and Spanish
General Educational Performance Index
Data General Math Test

Work Samples

Valpar Work Samples
COATS Work Samples

Aptitude/Ability Tests

Career Ability Placement Survey
Differential Aptitude Tests
Revised Minnesota Paper Form Board Test
Bennett Mechanical Comprehension Test
Watson Glasier Critical Thinking Appraisal
Graves Design Judgment
Personnel Test for Industry
General Clerical Test
Typing Test for Business
Minnesota Clerical Test
Dvorine Color Vision
Crawford Small Parts Dexterity Test
Bennett Hand Tool Dexterity Test
16 Personality Factor
Living Skills
Flanagan Aptitude Classification Test
General Aptitude Test Battery
Computer Programmer Aptitude Test
Computer Operator Aptitude Test
Singer Vocational Evaluation System
Stromberg Dexterity Test
SRA Office Skills Tests
Myers-Briggs Type Indicator
Otis-Lennon Mental Abilities Test

All tests are evaluated by skilled assessment counselors and the information is used as career guidance information in the development of an EDP. All subgrantees have made arrangements to conduct vocational and educational testing for limited English speaking youth.

- B. The purpose and use of assessment of all subgrantees is to determine a participant's academic and skill levels, aptitudes and desires realistically in order to select a CETA service path which will enhance the individual's employability in unsubsidized employment.

Assessment is used by counselors and CETA staff to develop a meaningful EDP for youth. It is also used to give the youth a profile of his/her abilities, skills, aptitudes and interests.

- C. All subgrantees will run youth assessment in-house using their established assessment and YETP staffs. Assessment counselors have inter-agency contacts which provide them with referral resources for personal and vocational counseling, rehabilitation and therapy programs, public assistance benefits, educational programs and alternative training and employment opportunities. Consultation with referral agency counselors provides the Assessment Unit with background information about the applicants which enables the counselor to develop with the client more accurate plans for employment. Knowledge of the services already being supplied for the clients of other agencies prevents duplication of supportive services.

Referrals are accepted from local school departments, the Department of Youth Services, town halls, courts and probation officers, CBOs, Department of Public Welfare, Division of Employment Security.

Type of Activity: Work Experience

Agency Operating the activity: Chelsea CPTA

Number of Participants: 28

Duration of activity

Hours per week: 25-30

Date of Operation: 10/1/80-9/30/81

Program Description

"Furniture Venture" is a work experience program that is an income generating, furniture manufacturing and marketing venture. The three major areas of the venture that will be stressed are: design and manufacture; sales and distribution and bookkeeping and clerical. "Work-study" will be available for those combining work with GED, ESL or remedial education tutoring. Court advocacy and liaison services will be available.

Type of Activity: Work Experience

Agency Operating the activity: Chelsea

Number of Participants: 26

Duration of activity

Hours per week: 35

Date of Operation: 10/1/80-9/30/81

Program Description

The "Food Co-Op" provides meaningful work experience through management and operation of a retail store and provides exposure to the food service and merchandizing industrial sectors. An addition benefit is that elderly residents will be able to obtain low cost produce. GED preparation is available, and all participants will be trained in Basic Life Support and cardiopulmonary resuscitation.

Type of Activity: Career Employment Experience

Agency Operating the activity: Montachusett Employment and Training Program Inc.

Number of Participants: 94

Duration of activity

Hours per week: 15-20

Date of Operation: 10/1/80-6/30/81

Program Description

Work experience for in school youth aged 14-21 that is combined with career and vocational information, counseling and guidance services, acquisition of usable skills, academic credit for participants, and remedial education assistance. Priority is given to those most likely to drop out of school as identified by school guidance counselors.

F.I.c.iii. Programs to be carried out directly by the prime sponsor under YETP

Type of Activity: Work Experience Program Description

Agency Operating the activity: Montachusett Employment Work experience combined with comprehensive remedial education
and Training Program Inc. services, hands on instruction in a variety of skill areas,
career information, counseling, supportive services, and
intensive job search and placement services.

Number of Participants: 131

Duration of activity

Hours per week: 37½

Date of Operation: entire fiscal year

Type of Activity: Career Employment Experience Program Description

Agency Operating the activity: Greenfield CETA OJT is provided for 13 participants which provides initial
skill training, experience, improved work habits and references.
The same purposes are in the design of a work experience
component for 17 other youth.

Number of Participants: 28 (13 OJT & 17 WE)

Duration of activity

Hours per week: Usually 10

Date of Operation: 10/1/80-9/30/81

Type of Activity: Work Experience Program Description

Agency Operating the activity: Greenfield CETA Work experience and counseling directed toward setting career
goals, understanding skill requirements and employment
paractices, preparing for job search interviews, identifying
and resolving work related problems, and developing positive
work habits.

Number of Participants: 21

Duration of activity

Hours per week: 40

Date of Operation: 10/1/80-9/30/81

Type of Activity: OJT Program Description

A program which places youth in private and public sector training positions to provide skill training, experience, improved work habits, and references.

Agency Operating the activity: Greenfield CETA

Number of Participants: 21

Duration of activity

Hours per week: 40

Date of Operation: 10/1/80-9/30/81

Type of Activity: CEE Program Description

Work experience in occupational areas such as clerical, custodial, health services, libraries, public safety, child care, athletics, auto mechanics, graphics and occupational rehabilitation combined with counseling, assessment of career interests and abilities and information regarding educational and vocational opportunities.

Agency Operating the activity: Hopedale CETA

Number of Participants: 66

Duration of activity

15 during school year

Hours per week: 40 during school vacation

Date of Operation: 10/1/80-9/30/81

Type of Activity: CEE Program Description

A two year concentrated program of basic skills education, personal and vocational counseling and hands on work experience, for alienated youth with poor secondary school performance which is designed to enable youth to return to the prior school, accumulate sufficient credits for graduation, enter a training program or obtain employment.

Agency Operating the activity: Hopedale CETA

Number of Participants: 9

Duration of activity

Hours per week: 15 during school year

Date of Operation: 10/1/80-9/30/81

F.I.c.iii. Programs to be carried out directly by the prime sponsor under YETP

Type of Activity: Classroom Training
 Agency Operating the activity: Lawrence
 Number of Participants: 60
 Duration of activity
 Hours per week: _____
 Date of Operation: 10/1/80-9/30/81

Program Description

Vocational skill training for out of school youth who are prepared to make career choices. The occupational areas include computer service technician, electronic tester, energy technician, clerical, electronic technician, allied printing, clerical, data entry, major appliance repair, printing and business.

Type of Activity: Transitional Services
 Agency Operating the activity: Lawrence
 Number of Participants: 20
 Duration of activity
 9-15 during school year
 Hours per week: 30-40 during summer.
 Date of Operation: 10/1/80-9/30/81

Program Description

Institutionalized classroom training for in school youth in a primary occupational area. Lectures and hands on experience will be provided to youth, primarily high school seniors, who are ready to make career choices. Transition services will be provided to assist youth who are entering the labor market.

Type of Activity: Design 1 / Studio 54
 Agency Operating the activity: Medford CETA
 Number of Participants: 60
 Duration of activity
 Hours per week: 30
 Date of Operation: 10/1/80-9/30/81

Program Description

A program designed to provide training in graphic design (cartoon, characterization, body drawing, and visual arts) and video, film production, manuscript writing, editing and history of the communications field.

F.I.c.iii. Programs to be carried out directly by the prime sponsor under Yrpp

Type of Activity: Career Employment Experience
 Agency Operating the activity: Newton CETA
 Number of Participants: 69
 Duration of activity
 Hours per week: 10
 Date of Operation: Entire fiscal year except for SYEP participation

Program Description

Subsidized work experience and broad career exposure for 14-15 year old, economically disadvantaged youth. Career exploration, job rotation, job shadowing, supportive counseling, and life skills work shops supplement work experience to promote good work habits and basic job skills.

Type of Activity: Work Experience
 Agency Operating the activity: Newton CETA
 Number of Participants: 44
 Duration of activity
 Hours per week: 35
 Date of Operation: Entire fiscal year

Program Description

A program which combines classroom training in GED preparation or other remedial academic work with high support work experience. Included are weekly counseling, tutoring, and life skills workshops.

Type of Activity: Career Employment Experience
 Agency Operating the activity: Norwood CETA
 Number of Participants: 45
 Duration of activity
 Hours per week: 15
 Date of Operation: 10/1/80-9/30/81

Program Description

Work experience combined with intensive vocational and career development counseling, tours of business and industry, vocational assessment, job search, and labor market information.

F.I.c.iii. Programs to be carried out directly by the prime sponsor under YETP

Type of Activity:	Career Employment Experience	Program Description
Agency Operating the activity:	Norwood CETA	A work experience program for high school drop outs in which the completion criterion is obtaining the GED. The desired out comes are transfers to skills training or OJT, employment, or return to school.
Number of Participants:	22	
Duration of activity		
Hours per week:	35	
Date of Operation:	10/1/80-9/30/81	

Type of Activity:	Work Experience	Program Description
Agency Operating the activity:	Norwood CETA	A program which combines work experience with intensive vocational and career development counseling and skill development.
Number of Participants:	3	
Duration of activity		
Hours per week:	35	
Date of Operation:	10/1/80-9/30/81	

Type of Activity:	Career Employment Experience	Program Description
Agency Operating the activity:	Quincy CETA	Work experience and transitional services provided for disadvantaged youth which will assist in completing courses of study and improve employability through provision of skills and awareness of career opportunities.
Number of Participants:	139	
Duration of activity		
Hours per week:	12-15	
Date of Operation:	10/1/80-6/30/81	

Type of Activity: Career Employment Experience Program Description
 Agency Operating the activity: Quincy CETA Work experience combined with GED preparation and remedial
 (Most slots are)
 Number of Participants: 40 (contracted out) education for drop outs and those in need of remedial education
 Duration of activity which will lead to placement, acquisition of GED certificate,
 Hours per week: 35 (average) or assignment to another CETA training program.
 Date of Operation: 10/1/80-9/30/80

Type of Activity: Career Employment Experience Program Description
 Agency Operating the activity: Southbridge CETA Work experience as trainees in the occupational areas of
 Number of Participants: 64 landscaping, clerical, office machine, library, and maintenance
 Duration of activity which is combined with career information counseling and
 Hours per week: 10 guidance services. Goals for high school seniors are placement
 Date of Operation: 10/1/80-6/26/81 and skills training in addition to remaining in school which
is the desired out come for younger participants.

Type of Activity: Career Employment Experience Program Description
 Agency Operating the activity: Taunton/Plymouth Work experience combined with assesement counseling infor-
 Number of Participants: 111 mation regarding career choices, required skills/education,
 Duration of activity and local job market, and tutoring where needed to remain in
 Hours per week: 15 school.
 Date of Operation: 10/1/80-9/30/81

F.I.c.iii. Programs to be carried out directly by the prime sponsor under YETP

Type of Activity: Work Experience Program Description
Agency Operating the activity: Taunton/Plymouth Work experience designed to develop sound work habits, explore
Number of Participants: 84 different work tasks, and develop a framework from which to
Duration of activity choose an additional, more detailed training program.
Hours per week: 40
Date of Operation: 10/1/80-9/30/81

Type of Activity: OJT Program Description
Agency Operating the activity: Taunton/Plymouth A program designed for hard to employ out of school youth
Number of Participants: 33 who are ready to make occupational choices.
Duration of activity
Hours per week: 40
Date of Operation: 10/1/80-9/30/81

Type of Activity: Skills Training Program Description
Agency Operating the activity: Taunton/Plymouth Skills training provided in a variety of occupational areas
Number of Participants: 32 through individual referral.
Duration of activity
Hours per week: Varies, usually 20
Date of Operation: 10/1/80-9/30/81

F.I.c.iii. Programs to be carried out directly by the prime sponsor under YETP

Type of Activity: Career Employment Experience

Program Description

An in-school work experience program in which youths work 2 hrs. each day, and at the same time receive counseling and JDP services.

Agency Operating the activity: Yarmouth CETA

Number of Participants: 251

Duration of activity

Hours per week: 10

Date of Operation: 10/1/80-7/1/81

Type of Activity: Classroom Training other

Program Description

The "Alternative Training Program" combines GED preparation with other activities. Client initially spends 1/2 day in GED 1/2 day in work experience. After receiving GED, participant goes to full-time OJT, WE, or IR.

Agency Operating the activity: Yarmouth CETA

Number of Participants: 24

Duration of activity

Hours per week: 40

Date of Operation: 10/1/80-6/30/81

Type of Activity: _____

Program Description

Agency Operating the activity: _____

Number of Participants: _____

Duration of activity

Hours per week: _____

Date of Operation: _____

U.S. DEPARTMENT OF LABOR
Employment and Training Administration
**CETA PROGRAM
PLANNING
SUMMARY**

A. PRIME SPONSOR'S NAME AND ADDRESS
Massachusetts Balance of State
C.F. Hurley Bldg. 4th Floor
Government Center
Boston, MA 02114

B. GRANT NUMBER

9-25-057-PPE

C. PERIOD OF GRANTFrom
10/1/80

To

9/30/81

FOR REGIONAL OFFICE USE ONLY**D. TYPE OF PROGRAM ("X" appropriate boxes)**

- ☐ II - a,c ☐ II - d ☐ VI ☐ VII
☐ III (Specify) _____
☒ IV (Specify) YETP
☐ Other (Specify) _____

THREATS	OPEN	SIC	CONTRACT KEY										Mod. No.	MOD. DATE			Mod. Type
			Prog. Code	Reg.	St.	F.Y.	Proj. No.	Subj. Proj. No.	Cont. Code	MM	DD	YY					
D	0																

I. PARTICIPATION AND TERMINATION SUMMARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A. TOTAL PARTICIPANTS																														
1. New Participants																														
2. Transfers from other Subparts																														
3. Participants Carried Over																														
B. TOTAL TERMINATIONS																														
1. Entered Unsub. Employ.																														
a. Direct Placement																														
b. Indirect Placement: (1) Thru Sponsor																														
(2) Other Indirect																														
2. Transfers to other Subparts																														
3. Additional Positive Terminations																														
a. Ret. to/Continue Full-Time School																														
4. Other Terminations																														
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)																														
1. Active Non-PSE Participants (II-D or VI)																														

II. SPECIAL CATEGORIES

A. UNSUB. PRIVATE SECTOR PLACEMENTS																														
B. TITLE II - C: (1) Upgrading																														
(2) Retraining																														
C. TITLE IV: (1) GED Certificate																														
(2) Academic Credit																														
(3) Special Mixture Component (YETP)																														
(4) Limited Services (YETP)																														
D. SYEP: (1) Vocation Exploration Program																														
(2) Summer Entitlement Program																														
(3) Concurrent Participation In: (a) Title II-B/C																														
(b) YETP																														
(c) YCCIP																														

III. PARTICIPATION IN PROGRAM ACTIVITIES

	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current
A. Classroom Training (Occup. Skills)	73	53	96	30	142	50	152	10		
B. Classroom Training (Other)	18	16	22	16	24	16	24	0		
C. On-the-Job Training	49	37	62	27	81	32	84	6		
D. Work Experience (In-School)										
E. Work Experience (Other)	266	186	346	154	432	155	466	119		
F. Pub. Srv. Employ. (II-D or VI)										
1. PSE Participants in Trng./Services										
G. Career Employ. Experience (YETP)	1334	1226	1503	1275	1537	526	1537	363		
H. Transition Services (YETP)	20	15	20	11	20	4	20	0		

IV. OTHER ACTIVITIES: Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.**V. SIGNIFICANT SEGMENTS (Program Year-to-Date Plan)**

V. SIGNIFICANT SEGMENTS														
	0 3	1 2	10 31	0 41	0 91	0 17	1 21	10 31	0 51	0 91				
A. Male	100	819	989	1118	1154	G. 55 & over	25	-	-	-				
B. Female	34	1001	1209	1366	1410	H. W.(N.H.)	31	1547	1868	2111				
C. 12 & under	35	1390	1738	2004	2044	I. 3(N.H.)	38	110	132	150				
D. 20-21	41	430	460	480	520	J. Hispanic	41	145	176	199				
E. 22-24	45	--	--	--	--	K. AI & AN	45	9	11	12				
F. 45-54	51	--	--	--	--	L. A & P.I.	51	9	11	12				

ETA 2202 (Apr. 1972)

OFFICE OF LABOR • Employment and Training Administration
BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS
Commonwealth of Massachusetts
Dept. of Manpower Development
Charles F. Hurley Bldg, 4th Floor
Government Center
Boston, MA 02114

B. GRANT NUMBER
925-057-PPE

C. TYPE OF PROGRAM ("X" one)
☐ II - D.C. ☐ VI
☐ II - D. ☐ VII
☐ III ☐ Other
☒ IV YETP

E. BUDGET SUMMARY COST CATEGORIES

A. GRANT FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS												NEW OR REVISED FEDERAL BUDGET												I. TOTAL
	b. Total						c. YETP In-School						d. Total						e. YETP In-School						
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	
1. Administration																									
2. Allocation																									
3. Wages																									
4. Fringe Benefits																									
5. Work Site Supervision																									
6. Training																									
7. Services																									
8. Totals																									44

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	OBLIGATIONS												EXPENDITURES												
	1						2						3						4						
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	
1. Prime Sponsor Obligations																									
2. Total Projected Expenditures by Program																									
a. Classroom Training (Prime Sponsor)																									
b. On-the-Job Training																									
c. PSE																									
(1) Subsidized Employ. (Wages/Fringes)																									
(2) Trng. (Wages/Fringes or Allow.)																									
(3) Services (Wages/Fringes or Allow.)																									
(4) Travel, Out-of-Pocket Compensation																									
(5) Other Costs (No compensation)																									
d. Work Site																									
e. Services (Wages/Fringes or Allow.)																									
f. Other Activities																									
g. Career Employment Experience																									
h. Transition Services																									
i. Vocational Exploration Program																									
j. Summer Entitlement																									
3. Projected Expenditures of Non-Fed. Funds																									
4. a. Upgrading																									
b. Retraining																									

NOA (estimated less admin.) 4,896,697
Carry-in (estimated less admin.) 380,000
Total availability 5,276,697

ETA 5145 (May 1980)

275

- IV. A Summary of Subrecipients and Contractors represents a partial listing of providers for FY'81. A complete listing will be forwarded upon availability of necessary information.

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

OMB Approval No. 45-11656

1. GRANT NUMBER

2. NAME OF PRIME AGENCY OR UNION OFFICIAL
Chelsea CETA Subgrantee

SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. ☐ I b. ☐ II c. ☐ III d. ☐ IV e. ☐ V f. ☐ VI g. ☐ Other (Specify)

4. SUBRECIPIENT OR CONTRACTOR

5. TYPE OF AGENCY OR ORGANIZATION

6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED

7. TOTAL BUDGET

Chelsea School Dept.

educational

CEE

75,368.

11/1/80 - 6/30/81

8. DURATION OF ACTIVITY/
FINANCIAL AGREEMENT

OMB Approval No. 44-R1655

1. GRANT NUMBER

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL

SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. () II - O.C. b. () II - D
c. () III (Specify)
d. (X) IV - YETP e. () VI
f. () VII g. () Other (Specify)

4. SUBRECIPIENT OR CONTRACTOR

5. TYPE OF AGENCY
OR
ORGANIZATION6. TYPE OF ACTIVITY,
SERVICE OR FACILITY
TO BE PROVIDED

7. TOTAL BUDGET

8. DURATION OF ACTIVITY/
FINANCIAL AGREEMENT

GREENFELD CETA

SUBGRANTEE

INTAKE

\$ 12,902

10/1/80-9/30/81

FOCUS

\$ 3,821

10/1/80-9/30/81

(Assessment)

ADDED

\$ 2,069

10/1/80-9/30/81

INSTRUCTION

IN School

\$ 26,157

10/1/80-6/30/81

WORK EXPERIENCE

OUT of School

\$ 3,990

10/1/80-9/30/81

WORK EXPERIENCE

IN School

\$ 27,555

10/1/80-9/30/81

OJT

OUT of School

\$ 40,740

10/1/80-9/30/81

OJT

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

2. NAME OF PRIME SPONSOR LIAISON OFFICIAL

Quincy CETA Subgrantee
SIGNATURE

3. TYPE OF PROGRAM ("X" one)

a. () II - U.C. b. () II - D c. () III (Specify)
 d. ☒ IV - YETP e. () VI f. () VII g. () Other (Specify)

5. TYPE OF AGENCY
OR
ORGANIZATION

4. SUBRECIPIENT OR CONTRACTOR

6. TYPE OF ACTIVITY,
SERVICE OR FACILITY
TO BE PROVIDED

7. TOTAL BUDGET

8. DURATION OF ACTIVITY/
FINANCIAL AGREEMENT

Unknown
(To be determined by
RFP)

Work Experience
(Other)

\$157,000

12 months

G. Title IV, SYEP - Preliminary Plan

Subpart G: Summer Youth Employment Program Pre-Plan

- 1) The Balance of State currently anticipates no FY'80 carryout funds in SYEP, and this is reflected on the attached BIS.
- 2) The narrative contained within this subpart is a description of the evaluation projects that will be compiled upon the completion of FY'80 SYEP. The results of each subgrantee's evaluation will determine the direction of the planning and design phase of the FY'81 SYEP. Evaluation and assessment will be limited by funding availability, particularly with no carry-out anticipated.

Each subgrantee in this Balance of State Prime Sponsor's jurisdiction is required to evaluate their summer youth program. The design, structure, and methodology of these evaluation projects have been left to the discretion of each subgrantee to allow each project to be responsive to the particular program being evaluated. The evaluations are due to be submitted to the Central Office within 45 days after the program ends.

The FY'80 SYEP subgrantee plan requirements included a section on evaluation. We did not require that the evaluation format be designed and submitted with the SYEP plan, however, we did request that the subgrantees identify who would be responsible for the development and implementation. The plan requirements mandated the evaluation include, but not limited to, the following areas: worksite development, staff training, outreach, eligibility verification, assessment, linkages with support agencies, job and training placement, monitoring, corrective action, counseling, quality of supervision, payroll procedures, labor market orientation, VEPs, remedial education and GED, outcomes, service to target groups, and any outstanding program components.

During the months of August and September, Central Office Youth Specialists will be working with each of the subgrantee staff persons responsible for the evaluation project. The technical assistance proffered to the subgrantees will concentrate primarily upon ensuring bias-free data, thus protecting the integrity of the evaluation. The Youth Specialists will also be responsible for reviewing the content and progress of the evaluations to ensure thorough and timely results.

The final results of these individual evaluation/assessments will be a "roll-up" report which will be issued to all Subgrantees before the end of November. The findings will key on the issues mentioned above, with suggested guidelines for corrective action. These guidelines and corresponding program emphasis will be the centerpiece for the FY'81 Training Conference for SYEP, to be held during the 2nd quarter.

Regarding worksite development for FY'81, past history has revealed few problems in overall worksite development by Subgrantees. There has been an abundance of sites in most cases, and the focus has been on screening and selection of the more appropriate sites, and the mechanics of a smooth transfer when necessary.

Current plans for training for staff and supervisory personnel early in the fiscal year include the following activities:

- a) Utilization of Child Labor Law Training Package, developed under Governor's Youth Discretionary Grant
- b) Emphasis on worksite supervision training, with work crew activities continuing as the focus. (This will be accomplished via individualized assistance, as well as workshops within Planning Conference Structure)

Coordination with other key service providers will also be emphasized within overall planning/development framework. Linkages with agencies serving target groups such as offenders, women, etc. will increase ability to identify and track these individuals in CETA activities. Necessary support services provided by these agencies will also be available to compliment SYEP activities. Appropriate corrective action for individual Subgrantees will be recommended following the assessment procedure outlined above.

As a final work, the Balance of State will continue to strengthen and expand its monitoring activities around SYEP for FY'81, despite the fact that no anticipated carry-in will be available solely for that purpose.

BUDGET INFORMATION SUMMARY

GRANTEE'S NAME AND ADDRESS

Massachusetts Balance of State
C.F. Hurley Building, 4th Floor
Government Center
Boston, MA 02114

D. GRANT NUMBER

(Not Assigned)

C. TYPE OF PROGRAM ("X" one)

0 II - B.C. 0 VI
0 II - D. 0 VII
0 III
0 IV - STEP
0 Other

CONTRACT KEY

Reg. St. F.Y. Project Number Subl. Proj. Code Mod. No. MOD. DATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT CATEGORY FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS															NEW OR REVISED FEDERAL BUDGET														
	b. Total					c. YETP In-School					d. Total					e. YETP In-School					f. TOTAL									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5										
1. Administration																														
2. Allowances																														
3. Welfare																														
4. Food																														
5. Housing																														
6. Training																														
7. Services																														
8. Totals																														

H. Title VI, PSE

I.a. Results and Benefits

i. Performance and placement goals for Title VI as listed on the PPS.

The Prime Sponsor will serve a total of 2,840 participants in Title VI, 2,527 of who will receive Public Service Employment. A total of 589 of these will be carried over from the current fiscal year 1980. Despite a substantially lower allocation in FY'81, for this title, the Prime Sponsor will be able to utilize much of its Title VI funds for new hires, because the bulk of FY'80 enrollees will have reached their 18 month maximum participation limitation before October 1, 1980.

A breakdown of enrollment and termination data for Title VI is presented below:

Total Served:	2840
Total Terminated:	1790
Transfers to other subparts:	45
Positive Terminations:	979
Number Entering	
Unsubsidized Employment:	825
Number Indirect Placement:	815
Number of Indirect Through Sponsor:	564

ii. Relationship to the Secretary's Performance Standards

The Prime Sponsor's performance goals are in keeping with those set by the Department of Labor. The planned positive termination rate is 56.1%, which is within the regional and national middle thirds for this indicator. Our expected entered employment rate (terminators less transfers) is 47.3% which is within or above both the regional and national second thirds for this indicator.

Both planned rates show incremental improvement over the corresponding FY'79 base grant review period.

	<u>Actual FY'79 Performance</u>	<u>Planned FY'81 Performance</u>
Positive Termination Rate	42%	56.1%
Entered Employment Rate	30%	47.3%

iii. Other Goals

Several Subgrantees will operate a limited selection of classroom training activities with Title VI funds. A combined activity of remedial education and work experience will be extended to 243 participants. An additional seventy participants will receive occupational skills training. The outcomes from these activities are expected to be consistent with those of the Title as a whole, with relatively more placements to be anticipated from skills training than from the remedial education/work experience activity.

I.b.. Approach

A. Training and services will be provided to PSE clients in accordance with service paths outlined in the Employment Development Plans (EDP) which are developed individually when participants enter CETA. Because this title employs the cyclically unemployed, services center on the provision of job coun-

selling and job search. When necessary, this is supplemented by training on either, 1) a full time basis prior to PSE enrollment 2) "release time" training during PSE enrollment or 3) variations on these methods in order to upgrade educational attainment or skill levels. This combination of counseling and, where the EDP show effective, supplemental training is designed to enhance employability in the private sector. Members of designated target groups/segments will be given priority for the provision of training and services with necessary supports identified through assessment and counseling function.

- i.B. Approximately 8.8% of program monies will be spent for training and services for PSE participants. Because PSE is placement orientated, training is developed at the subgrantee level, to upgrade or compliment participant skill levels, provide training in job search techniques, and, where necessary provide GED preparation.

The actual training will take the form of career training and job funding workshops, and individualized training components, skills training, and some limited GED activities. Both training and services will be given by either the Subgrantee existing community based agencies and networks, or in some cases, by the employing agency.

The determination of which PSE participants will receive training will be made in accordance with the service paths and Employability Development Plans proposed by counseling and assessment personnel. The focus will be on providing placement activities as a necessary link to private sector employment for all participants.

- ii. All participants enrolled in Title VI programs on September 30, 1980 will be maintained into FY'81 for the duration of their scheduled tenure.
- iii. The Prime Sponsor will monitor the salary supplements paid to Title VI workers through a regular review of projects, contracts and payrolls performed by Regional Coordinators and Grants Managers. Monthly PMS and Financial Reports will be utilized to that end, as well as Quarterly Review Mechanism for designing necessary corrective actions.
- iv.A. The Prime Sponsor will ensure via Subgrantee Administrations that the requirements of Section 103 (b) (10) of CETA are met. Occupational Summary Formats collected in FY'80 indicated that salaries and fringe for all occupations funded under PSE were on complete par with similar public occupations. The average annual wage for the Balance of State PSE will range from \$7,665 to \$8,618. Through regular monitoring and quarterly evaluation, subgrantee compliance with both wage requirements and comparisons will be continually assessed. It should be noted that with the large scale termination of all PSE participants hired before annual wage provisions became fully effective, the types and quality occupations coming under PSE activity will be subject to change from the prior fiscal year.

Detailed information on levels of employment not supported under CETA is provided in an attachment to this modification.

- iv.B,C The Prime Sponsor anticipates no lay-offs, hiring or promotional freezes for FY'81 among its employing agencies.

U.S. DEPARTMENT OF LABOR
Employment and Training AdministrationCETA PROGRAM
PLANNING
SUMMARY

A. PRIME SPONSOR'S NAME AND ADDRESS

Massachusetts Balance of State
C.F. Hurley Building, 4th Floor
Government Center
Boston, Ma 02114

B. GRANT NUMBER

9-25-057-PPD

C. PERIOD OF GRANT

From
10/1/80To
9/30/81

FOR REGIONAL OFFICE USE ONLY

D. TYPE OF PROGRAM ("X" appropriate boxes,)

- ☐ II - a,c ☐ II - d ☒ VI ☐ VII
☐ III (Specify) _____
☐ IV (Specify) _____
☐ Other (Specify) _____

TRANS. OPER.		C.O. Code		Reg.		St.		S.Y.		Prof. No.		Subj. No.		Comp. Code		Mod. No.		MOD. DATE			Mod. T.Y.	
D	O	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

I. PARTICIPATION AND TERMINATION SUMMARY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	D	O																							
A. TOTAL PARTICIPANTS																									
1. New Participants																									
2. Transfers from other Subparts																									
3. Participants Carried Over																									
B. TOTAL TERMINATIONS																									
1. Entered Unsub. Employ.																									
a. Direct Placement																									
b. Indirect Placements: (1) Thru Sponsor																									
(2) Other Indirect																									
2. Transfers to other Subparts																									
3. Additional Positive Terminations																									
a. Ret. to/Continue Full-Time School																									
4. Other Terminations																									
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)																									
1. Active Non-PSE Participants (II-D or VI)																									

II. SPECIAL CATEGORIES

A. UNSUB. PRIVATE SECTOR PLACEMENTS																									
B. TITLE II - C: (1) Upgrading																									
(2) Post-Training																									
C. TITLE IV: (1) GED Certificate																									
(2) Academic Credit																									
(3) Special Mixture Component (YETP)																									
(4) Limited Services (YETP)																									
D. SYEP: (1) Vacation Exploration Program																									
(2) Summer Entitlement Program																									
(3) Concurrent Participation in: (a) Title II-B/C																									
(b) YETP																									
(c) YCCIP																									

III. PARTICIPATION IN PROGRAM ACTIVITIES

	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current
	D	O	D	O	D	O	D	O	D	O
A. Classroom Training (Occup. Skills)										
B. Classroom Training (Other)										
C. On-the-Job Training										
D. Work Experience (In-School)										
E. Work Experience (Other)										
F. Pub. Srv. Employ. (II-D or VI)										
1. PSE Participants in Trng./Services										
G. Career Employ. Experience (YETP)										
H. Transition Services (YETP)										

IV. OTHER ACTIVITIES: Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

V. SIGNIFICANT SEGMENTS (From Year-to-Date Files)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D	O	D
A. Male																									
B. Female																									
C. 10 & under																									
D. 20-24																									
E. 25-44																									
F. 45-54																									

U.S. DEPARTMENT OF LABOR • Employment and Training Administration

BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

Balance of State
C.F. Hurley Building, 4th Floor
Gov't Center, Boston, Mass

B. GRANT NUMBER

9-25-057-PPD

C. TYPE OF PROGRAM ("X" one)

☐ I - B.C☒ II - B.C☐ III - D☐ IV☐ Other

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED FEDERAL UNEXPENDED FUNDS						NEW OR REVISED FEDERAL BUDGET						f. TOTAL						
	b. Total			c. YETP In-School			d. Total			e. YETP In-School									
	1	2	3	1	2	3	1	2	3	1	2	3							
1. Administration																			
2. Allowances																			
3. Wages																			
4. Fringe Benefits																			
5. Work Site Supervision																			
6. Training																			
7. Services																			
8. Totals																			44

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	ESTIMATED FEDERAL UNEXPENDED FUNDS												NEW OR REVISED FEDERAL BUDGET						f. TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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U.S. DEPARTMENT OF LABOR
Employment and Training Administration

CETA MONTHLY SCHEDULE

1. GRANT NUMBER

9-25-057-PPD

2. TYPE OF PROGRAM ("X" one)

☐ II - D☒ VI☐ Special Grant to Governors

3. GRANTEE'S NAME AND ADDRESS

Balance of State
C.F. Hurley Building, 4th Floor
Government Center
Boston, Mass 02114

FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY

Prog. Code	Req.	Sl.	F.Y.	Proj. No.	Sub. Proj. No.	Comp. Code	Mod. No.
4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27

TRANS.	OPER.	SEQ.					END OF MONTH		III. PROJECTED CUMULATIVE EXPENDITURES BY MONTH
			I. MONTH				II. PLANNED CURRENT ENROLLMENT		
							A. PSE	B. NON-PSE	
1	2	3	22	25	31	36			
M	M	Y	Y						
1	0	8	0	1630	160	1,147,893			
1	1	8	0	1532	144	1,706,463			
1	2	8	0	1445	128	3,044,053			
0	1	8	1	1491	165	4,173,345			
0	2	8	1	1537	202	5,302,637			
0	3	8	1	1582	239	6,431,930			
0	4	8	1	1472	199	7,559,295			
0	5	8	1	1362	160	8,686,660			
0	6	8	1	1252	121	9,814,025			
0	7	8	1	1170	95	10,750,833			
0	8	8	1	1088	69	11,687,641			
0	9	8	1	1007	43	12,614,352			

- V. A Summary of subrecipients and contractors will be submitted as soon as that information is in final form.

I. Title VII, Private Sector Initiative Program

Purposes

It is the intent of the Commonwealth of Massachusetts Balance of State Private Industry Council to serve as a focal point in the statewide effort to develop a partnership between private sector employers and public efforts to satisfy labor demands. The diversity of the Massachusetts Balance of State jurisdiction is the justification for the organization of regional Private Industry Councils, which exist to: 1) inform the private sector of all matters pertaining to local employment and training efforts; 2) seek their active participation in and cooperation with these efforts; 3) plan, devise, and implement employment and training programs of statewide or regional significance and; 4) increase employment opportunities for economically disadvantaged persons and enhance the economic well-being of the Commonwealth.

Objectives and Need for Assistance

Numerical data provided by the Mass. Division of Employment Security (6/80) reveal the following statistics

	<u>Labor Force</u>	<u>Unemployed</u>	<u>Employed</u>	<u>Unemployment Rate</u>
Mass.	2,893,900	191,500	2,702,400	6.6
B.O.S.	1,384,367	85,299	1,299,068	6.2

In addition, ESARS has provided the following information on the economically disadvantaged throughout the B.O.S.

Region	% of B.O.S. total population	% of B.O.S. Economically disadvantaged population	Concentration Ratio
Lawrence	7.98	9.27	1.16
Southeastern	13.67	19.61	1.43
Metropolitan	26.18	14.74	0.56
Northeastern	25.63	37.77	1.47
Western	13.15	12.81	0.97
Central	13.39	5.80	0.43

The relationship between a regions share of a particular characteristic and its share of the total population should be looked at to indicate the existence of concentrations of specific types of individuals. This is the rational behind the third column calculations. Over concentration begins at ratios over 1.00, but do not become significant until the ratio hits 1.05. Conversely, under concentration begins at ratios under 1.00 but do not become significant until they hit 0.95.

From the ratios presented it is apparant that the Northeast Region has the largest concentration of economically disadvantaged followed by the Southeastern region and then lawrence.

In order that these populations in need, the unemployed & the economically disadvantaged, become gainfully employed and/or advanced in the labor force, it is imperative that training be provided. The present state of the economy in the Commonwealth argues that many more trained individuals could become absorbed into the labor market. Occupations in which continued shortages are reported are consistently those in manufacturing, services and trade. The overall projected expansion of employment in the Commonwealth is in these sectors as well.

Paradoxically, however, the numbers of unemployed persons in occupations presently experiencing shortages, is near 4%, suggesting that this is mainly the result of frictional unemployment and that without additional supply of skilled labor in these occupations wages will tend to outgain productivity gains thus continuing to fuel inflation.

292

The agreement of the BOS-PIC, the regional PIC's and the BOS Prime Sponsor to address the problems outlined above is the first step in the development of improved methodology of identifying labor shortages, assessing the means of meeting these, organizing private sector employers into groups to address these problems on the local or statewide basis, obtaining needed resources, and, thereby, improving both the labor market exchange system and the employment and training system in the Commonwealth.

While there are examples of outstanding cooperation with the private sector in some subgrantee areas, other areas have not been able to develop either a substantial relationship with private sector employers or an effective sub-structure for providing pre-vocational or skill training whether of classroom or of on-the-job variety. Particular emphasis will be placed on the development of such components, most specifically with the development of the role of the regional PIC to inform and seek participation from private sector employers at the subgrantee level.

With regard to the specific characteristics of the BOS jurisdiction and the focus of the PIC, targeted CETA participants include 50% females, 15% minorities, 10% youth, 5% 55 and over. This selection of objectives is based upon the DMD Planning Unit survey and the explicit recognition of the high concentration of these populations who are economically disadvantaged and underserved throughout the B.O.S.

Highest demand occupations based on projections produced by the Massachusetts Division of Employment Security include technicians (lab, radiological, electronic & computer), computer programmers, assemblers, checkers, examiners, machine operators, press operators, word processors, secretaries, receptionists, shipping/receiving clerks, carpenters & painters.

a. Results and Benefits:

The present grant application is for FY '81. The BOS PIC Plan proceeds from the assumption that 25% of all unexpended funds from FY '80 will be available for programming and other activities, in addition to the funds specifically allocated for FY '81.

The main tasks facing the Massachusetts Balance of State Private Industry Council in FY '81 will be as follows:

- a) Planning
 - b) Program implementation
 - c) Private Sector outreach - particularly smaller business
- i. The performance & placement goals for Title VII in FY '81 include
- 84% of total terminations = positive terminations
 - 68% of total terminations = placements in unsubsidized employment,
 - or
 - 82% of all positive terminations will be placed in unsubsidized employment
 - 16% of total terminations = other terminations (2% transfers to other subparts, 14% other terminations)

The above mentioned outcomes represent BOS-PIC goals for FY'81. At this point in time specific outcomes by activities are still being determined as part of planning process. This activity and contract specific information will be forwarded to DOL as part of modification to final allocation.

- ii. In accordance with the Secretary's Performance Standards for Title VII, 100% of the CETA participants placed in employment will constitute placements in the private sector, with emphasis on placement in smaller businesses (under 500 employees) which are typically underserved by CETA.

iii. Other Non-Quantifiable Goals

It is intended that as the BOS-PIC and all regional councils become more sophisticated they will continue to attain greater impact on local employment and training systems and programs with regard to the skilled labor needs of the private sector. It is hoped that the BOS-PIC will have increasing influence in areas such as cooperative programming between CETA and educational institutions, (leading to a more effective utilization of existing resources) program design, (ie curriculum, materials, methodology) and program efficiency (especially with regard to placement).

To increase private sector involvement particular programs have been planned and/or implemented. For example, the Southeastern Massachusetts Private Industry Council is exploring the possibility of assisting in the establishment of a satellite campus of Bristol Community College in Attleboro to provide industry specific training. At this point the Attleboro Community Development Office is conducting a survey of employer skill needs and interest in supporting such an endeavor. If the outcome is positive, it is highly possible that a consortium of smaller businesses may be willing to sponsor a training program conducted at this site. Therefore, the council would be obligating funds consistent with the goal of serving smaller employers.

There is also a plan for Employer Assistance Service Units to continue their activity in linking private sector needs with public sector resources. The goal is to place no less than 200 CETA-eligible individuals and to develop no less than 40 OJT slots. The Employment Assistance Service Units (EASY) have been a special Lower Merrimack Valley Industry Advisory Council project. The basic decision is to outstation small teams of employment and training specialists in the area Chambers of Commerce to facilitate a two-way flow of information between private industry and the employment and training system. Two EASY units have been established one with the Chamber of Commerce in Lawrence and the other with the Chamber of Commerce in Haverhill.

An initial industry occupational survey was done by the EASY unit staff to gather information about local industry needs in order to guide the Regional PIC planning efforts for FY '81. The Haverhill and Lawrence Chamber of Commerce also plan a 6 month follow-up occupational survey given the present instability of the labor market.

The bulk of programs funded via Title VII, however, bring the private and public sectors together in establishing specific occupational skill training programs. It is hoped that, as CETA and the Private Sector develop stronger working relations it will be possible to expand the scope of mutual activities into other CETA Titles, especially Title IIB.

b. Approach:

NOTE: As contracts become finalized a performance summary of results & benefits will be forwarded to D.O.L.

b.i Program Activities & Services

Classroom Training/Occupational Skills Activity

Following is a listing of the programs which are of Classroom Training/Occupational Skills variety, which to date have been identified and will be conducted during FY'81 throughout the B.O.S. These occupational areas are consistent with those identified as high growth occupations in studies done by the DMD Policy & Evaluation Division.

- Diesel Mechanic
- Computer Test Technician
- Machine Operator
- Computer Operator
- High Tech Training
- Computer Programmer
- Data Entry
- Word Processing
- Field Service Technician
- Field Service Computer Technician
- Electronic Bench Assembly
- Sheet Metal Workers

Approximately, 215 individuals will participate in these programs. It is expected that performance & placement rates will break down in a fashion similar to the aggregate performance & placement goals for FY'81. Approximately 52% of Title VII funding will be used for these programs. Other skills training programs will be identified during the first quarter of FY'81.

Classroom Training/Other Activity

It is the intention of the B.O.S. to front end certain skills training programs with pre-vocational services & in some cases to follow skills training programs with occupational exploration activities. These activities will be accounted for minimally in the Classroom Training/Other category. 5% of all Title VII funds has been allocated to this component.

On-The-Job Training Activity

Approximately 15% of all Title VII funds will be utilized for OJT programs. Programs which have been identified include training in seasonal occupations which would impart marketable skills for two distinct occupations, both in high demand throughout the region, but with different peak seasons.

This will result in full time employment for participants. Targeted programs thus far include:

precious metal working
 mechanist training
 short order cooking

Other OJT placements will be identified during the first quarter of FY'81.

Work Experience/Other Activity

Only 3% of all Title VII funding is allocated to Work Experience/Other. The purposes of this component are to serve as feeder activity prior to entering skills training, to be used in conjunction with a program serving the handicapped or to be used as vocational exploration for youths.

Other Activities and Services to Participants

11% of all Title VII funds has been allocated to Other Activities or Employment Generating Services. 8% of total funds are for Services to Participants. The following activities/personnel have been accounted for as Employment Generating Services and Services to Participants.

- Machinist Instructor
- Economic Development Specialist
- Dunn's Marketing Service
- Industrial Needs Assessment Survey
- Youth Career Development & Education
- Youth Job Centers
- Employment Assistance Service Units

The purposes of these components, as examples of the goals of the P.I.C. are:

- to survey pertinent and current employer requirements for entry level career opportunities in distributive careers with specific PIC region.
- to develop training programs that meet industry needs over the next several years.
- to develop communication with area businesses
- to develop data base for labor market projections where none exist
- to develop jobs for regional residents
- to develop better communication between educators and industry
- to better familiarize teachers and students with a wide variety of occupations and work settings
- to improve students abilities to assess their career aptitudes.

Upgrading and Retraining

Lastly, 6% of Title VII funds has been allocated to upgrading retraining as several employers are experiencing a decline in production & subsequent lay-offs. Programs include:

- Electronic assemblers to Test Technicians
- Assemblers to Quality Control Inspectors

Other programs of this type will be developed during the first quarter of Fiscal Year 1981.

b.ii. Selection of Occupations

The actual choice of occupations and programs goes through a two step process: initial selection at the regional council level; and the final approval by the BOS/PIC. Moreover all proposals will be subjected to close scrutiny in order to ensure a more efficient utilization of the available resources. Specific guidelines as to which shortage occupations would be considered take into account 1) wage; 2) industry, 3) cost of training, 4) duration of training, 5) occupational level; and 6) availability of competitively priced training services.

While programming may involve special planning arrangements with subgrantees to mesh Title VII funding with their existing funds to improve their pre-vocational delivery capability, major efforts will focus on the involvement of private sector employers in the development and provision of training in the identified shortage occupations.

c. PIC

i. Membership

The enclosed membership list shows the Massachusetts Balance of State Private Industry Council membership mix. The number of Members of the PIC shall not exceed 25. The members shall be appointed so that no less than 51% are representatives of business and industry. Of the representatives of business and industry no fewer than 50% shall be small business. Small businesses shall be defined as any for-profit enterprise hiring 500 or fewer employees. The Private Industry Council shall also have at least one member from organized labor, from community based organizations, and from educational agencies or institutions.

All members shall be natural persons who have attained the age of 18 years, and who are bonafied representatives of the organizations for which they are nominated on the PIC.

Private Industry Council Members shall be appointed by the Prime Sponsor on the recommendation of the Private Industry Council. Each member shall hold office until he dies, resigns, or is removed from membership by the Prime Sponsor with the concurrence of the Private Industry Council. Staff shall be provided by the Prime Sponsor.

The jurisdiction served by the PIC is divided into six regions, each with a Regional Council. The Regional Councils serve the following subgrantee jurisdictions under the Massachusetts Balance of State Prime Sponsor:

Lower Merrimack Valley - serving the Lawrence Subgrantee area;
 Northeast - serving the Chelsea, and Medford Subgrantee areas;
 Metro - serving the Newton, Norwood and Quincy Subgrantee areas;

Southeast - serving the Taunton-Plymouth, and Yarmouth Subgrantee areas;
Central - serving the Hopedale, Marlboro, and Southbridge Subgrantee areas;
Western - serving the Greenfield and Northampton Subgrantee areas, and the
Montachusets Employment and Training Program Inc.

297

Membership on Regional Councils should include the same composition as the BOS PIC. In addition, the Subgrantee Directors within the Region may be ex-officio members of the regional council.

ii. Staff Arrangements

Each Regional Council shall have a staff person jointly appointed by the Prime Sponsor and the Regional Council Chairperson who is an employee of the Department of Manpower Development. He/she will have responsibilities to both the Regional Council and the PIC. Staff can be removed with the concurrence of the Prime Sponsor and the Regional Chairperson.

iii. Responsibilities of BOS, PIC and Regional Councils

The Balance of State Private Industry Council has assumed, as its main function, that of central planning and coordination.

The function of planning is viewed, specifically in reference to Title VII (i.e., Private Sector Initiative Program and its impact on the employment and training system of the prime sponsor). The primary focus is to increase the Prime Sponsor's outputs of trained job-ready workers to meet the needs of local industries.

In this context the BOS-PIC intends to provide the prime sponsor and the CETA Subgrantees with whatever assistance is needed to increase the efficiency of the delivery systems. The BOS-PIC is confident that the prime sponsor's commitment to this mutual and reciprocal relationship will provide it with opportunities to make such an impact.

Additionally, the BOS-PIC intends to be a sounding board for its sub-councils with regard to other issues which may surface. In this context the BOS-PIC will be especially sensitive to the needs of the Targeted Jobs Tax Credit Program. Since the actual administration of the certifications is in the domain of another state agency, Division of Employment Secruity, the BOS-PIC will seek to establish a working relationship with DES to ensure that any problems connected with the TJTC program are reaching the PIC. It is PIC's intent, furthermore, to act in an advocacy role before the state and federal officials to improve or streamline the current procedures of certification, if the practice shows this necessary.

The BOS-PIC, further, has the mandated role of providing review and comment on the prime sponsor plans. It is envisioned that much of PIC review and comment input will be generated through the subcouncils who are much closer to the scene of actual service delivery and hence will be better equipped to assist the subgrantees with their plans.

The actual operational oversight of all training programs will be that of the prime sponsor. However, the BOS-PIC via this subcouncil inputs will exercise its prerogative in recommending specific activities and/or

vendors for particular programs or services, as appropriate.

298

By agreement with the prime sponsor, additionally, PIC will be the recipient of all data on evaluation of PSIP programs, and of comparable information on other prime sponsor programs.

The division of labor between the BOS/PIC and its regional subcouncils will be as follows:

(1) Balance of State PIC functions:

- (a) Central Planning
- (b) Employment generating and other programs
(discretionary)
- (c) Review/approval of subcouncils' proposals
- (d) TJTC oversight
- (e) Public advocacy for employment and training system

(2) BOS/PIC Subcouncils functions:

- (a) Program planning/development for regional allocations
- (b) Assist subgrantees with special programs
- (c) Advocacy for special projects
- (d) Review and comment on subgrantee plans
(other titles)

iv. TJTC Marketing

The Balance of State Private Industry Council regards the Targeted Jobs Tax Credit program as one of its main responsibilities. Clearly, the program is designed to enhance the acceptance of the economically disadvantaged persons by private employers. If a marked increase in the rate of hire of CETA graduates is to be accomplished in the coming year, TJTC marketing must be given a priority. Thus, TJTC will become a standing item of the BOS-PIC agenda and arrangements will be negotiated with the Division of Employment Security to furnish the PIC with monthly statistics on certifications, broken out by the subgrantee areas, to provide PIC with a measure of the effectiveness of the program. Subgrantees will also be required to report monthly to the BOS all TJTC activity for that month. Should it prove to be falling below the expectations, BOS/PIC will endeavor to engage in a joint search for means to increase employer awareness and acceptance of this program state-wide.

v. Organizational Position

The Mass. Balance of State Private Industry Council will operate as an independent body under the appointing authority of the Prime Sponsor. It is self-governing, guided only by the mandate of CETA legislation and the regulations.

The Balance of State PIC will closely coordinate with the Prime Sponsor in regard to all programs under its jurisdiction. The extent of this coordination has increased as the PIC has become regionally organized and receives input from its subcouncils. The basic prerequisite for coordination, however, is and will remain to be informal consultation

between the PIC chairman and the prime sponsor administrator. This is enhanced by PIC staff being provided by the Prime Sponsor. The consultation will take the form of regulary scheduled meetings and information exchange between parties.

This informal consultation will be supplemented by a more formal agreement between the BOS Planning Council and the BOS-PIC which would permit reciprocal impact on each other's decisions.

vi. Other Coordination

To facilitate the dissemination of information between the PIC and other Councils the Chairperson of the PIC and of the Prime Sponsor Planning Council will be ex-officio members of each other's boards. In addition the Senior Staff assigned to the PIC is also a senior staff member of the prime sponsor organization, thus enabling a formal and informal transfer of information between the PIC and the Prime Sponsor's. This is to insure a nonduplication and coordination of planning/programming efforts.

Other information sharing occurs between the Massachusetts Local Department of Commerce Development and PIC staff and other local economic development authorities and PIC staff to identify vocational needs and job leads. Further, the Prime Sponsor's Senior Staff assigned to the PIC is also the Prime Sponsor's representative to the Federal Employment Initiatives Program.

vii. Not Applicable

Mr. Richard Alberding
General Manager
Rep. Mr. James Phelps
Hewlett-Packard Company
175 Wyman Street
Waltham, MA 02154
890-6300

Mr. James Boyd
President
Boyd Corporation
112 Commerce Way
Woburn, MA 01301
935-9165

Mr. Leon Bunk
Commissioner
Taunton Conservation Commission
1298 Cohannet
Taunton, MA
822-6963

Mr. Norman Comins
President
P.T. Brake Lining Company
17 Shepard Street
P.O. Box 329
Lawrence, MA 01842
686-3361
LMVIAC Chairman

Dr. David Cronin
Associate Commissioner
Massachusetts Department of Education
31 St. James Avenue
Boston, MA 02116
727-5740

Mr. John Cruz, III
President
John B. Cruz Construction Co.
10 Fairway Street
Mattapan, MA 02126
296-5040

Mr. John Frykenberg
Executive Vice President
Tri-Community Chamber of Commerce
111 Main Street
Southbridge, MA 01550
764-3223

Mr. Stanley Gawle
President 300
MA Community Action Program
c/o Franklin Community Action Corp.
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Ms. Carol Goldberg
Senior Vice President
Rep. Mr. Anthony DiNardo
Stop & Shop Companies, Inc.
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Boston, MA 02101
463-7000

Mr. Robert T. Henderson
President
Rep. Mr. Jerry Morris
ITEK Corporation
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Mr. Thomas Hourihan
Vice President
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Mr. James Howell
Senior Vice President
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Mr. Stephen Jerritts
Vice President and General Manager
Rep. Mr. Tim Kilduff
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Mr. Eugene Lothery
General Manager
WEEL
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Boston, MA 02199
262-5900

Mr. Bruce Mauch
Manufacturing Manager
Chelsea Clock
284 Everett Avenue
Chelsea, Mass. 02150
884-0250

Mr. Carleton Merrill
Veterans Agent Service
Newton City Hall
Newton, Mass. 02159
552-7025

Mr. Thomas Mulderig
Industrial Relations Director
Simonds Cutting Tool
Intervale Road
Fitchburg, Mass. 01420
345-7521

Mr. Walter P. Muther
President
Rep. Ms. Laurie Harrigan
Associated Industries of Mass.
4005 Prudential Towers
Boston, Mass. 02199
262-1180

Ms. Clara Nickolson
Chairperson
Prime Sponsor Planning Council
c/o West Suburban YWCA
105 Hartford Street
Fitchburg, Mass. 01760
536-9097

Mr. Howard Nye
President
Marlborough Foundry, Inc.
555 Maple Street
Marlborough, Mass. 01752
485-2848

Mr. Richard Moynihan, Director
CETA - Newton Consortium
320 Needham Street
Newton, Mass. 02164
964-4800

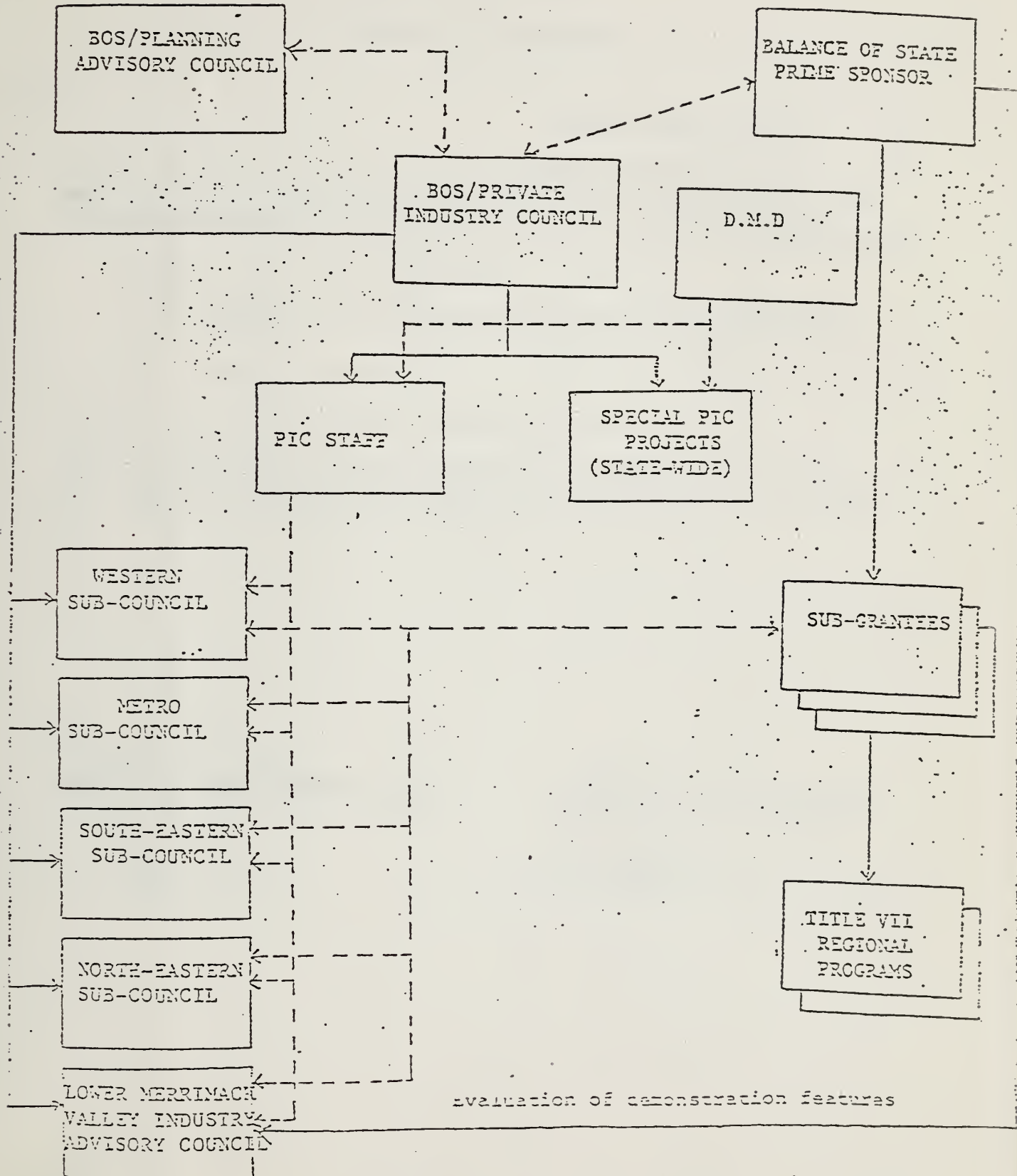
Mr. Arthur Osborne
President
State Labor Council
c/o Local 1505, IBEW
545 Main Street
Waltham, Mass. 02154
894-7900

Mr. Herbert Roth, Jr.
President
LFE Corporation
1601 Trapelo Road
Waltham, Mass. 02154

Mr. Ronald Zooleck
South Shore Chamber of Commerce
36 Miller Stile Road
Quincy, Mass. 02169
479-1111

BALANCE OF STATE PRIVATE INDUSTRY COUNCIL
ORGANIZATIONAL RELATIONSHIPS

302



II. Program Planning Summary

III. Budget Information Summary

These documents are not being submitted at this time, as per RILS-173-80.

ET HANDBOOK NO. 311

Statement of Concurrence

Pursuant to Section 703(b)(6) of the Comprehensive Employment and Training Act, this is to certify that both the prime sponsor and the Private Industry Council (PIC) concur in the

- ☒ attached Annual Plan Subpart for Title VII,
☐ attached major modification to the Annual Plan Subpart for Title VII,

(check as applicable)

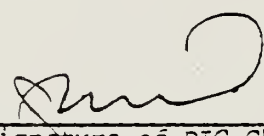
and the activities proposed to be funded under Title VII.

The prime sponsor is ultimately accountable for activities conducted and funds expended under Title VII. Only where the PIC receives funds from the prime sponsor is it financially liable to the prime sponsor.



Signature of Chief Elected Official

Date



Signature of PIC Chairperson
Mr. James Howell, Chairman

8 114 180

Date

K. Administrative Annual Plan Subpart

BUDGET INFORMATION SUMMARY

CONTRACT KEY										Mod. No.		MOD. DATE														
Reg.	St.	F.Y.	Project Number	Subj. Proj. No.	Comp. Code	M	M	D	D	Y	Y															
1	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY		ESTIMATED FEDERAL UNEXPENDED FUNDS		RAM EXPENDED ON ACTIVITY	
		b. Total	c. YETP In-School	1	2
1. Administration				1	2
2. Personnel				3	4
3. Instruction				5	6
4. Facilities				7	8
5. Work and materials				9	10
6. Travel				11	12
7. Special				13	14
				15	16
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				177	178
				179	180

E. BUDGET SUMMARY COST CATEGORIES

NEW OR REVISED FEDERAL BUDGET		f. TOTAL	
d. Total		e. YETP In-School	
2	3		
2	26	10,240,773	
	35		
	44		
	53		
	62		
	71		
		10,240,773	44

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

1	2	3	21				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378
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BUDGET INFORMATION SUMMARY BACKUP
FOR THE ADMINISTRATIVE COST POOL

ANNUAL PLAN/GRANT NUMBER

25-0-057-PP

NAME AND ADDRESS OF GRANTEE (No., Street, City, State, ZIP Code)

Massachusetts Balance of State
C.F. Hurley Building, 4th Floor
Gov't Center, Boston, MA 02114

TITLE OR ANNUAL PLAN SUBPART (A)	ADMINISTRATIVE CONTRIBUTION (B)	NEW OBLIGATIONAL AUTHORITY (C)
II. B, C	3,834,800	19,174,000
II. D	1,806,200	18,062,000
II. Special Grant to Governors		
Vocational Education		
III. Section 302		
IV. YETP	1,224,174	6,120,871
IV. YCCP	199,234	1,374,030
IV. SYEP		
IV. Governors' Youth Program		
VI.	1,892,550	12,617,000
VII.		
Others (Specify):		
Carry In	1,283,815	
TOTAL ADMINISTRATIVE CONTRIBUTION	10,240,773	

The administrative cost percentages are listed below:

TITLE	MAXIMUM ALLOWABLE PERCENTAGE	FEDERAL REGISTER REFERENCE
All titles except those noted below	20	676.40-2
II - Special Grant to Governors Vocational Education	Not limited to 20 20	677.40 677.39
II - D	10	677.53
VI - PSE	15	678.8
IV - YCCP	5 for Prime Sponsors 9.5 for Projects	680.113

BIS BACKUP ADMINISTRATIVE COST POOL

Explanatory Note:

BIS documents for both Titles IV SYEP and VII are not included in this Plan submission and therefore are not reflected on the Administrative BIS Backup Format.

Capital Equipment

A list of budgeted capital equipment items over \$1,000 each will be forwarded upon availability.

L. Planning Council Recommendations and
Governor's Comments

SUBPART L Annual Plan Subpart for Planning Council Recommendations and
Governors Comments

The Prime Sponsor Planning Council, at a meeting held July 30, 1980, discussed in detail the Prime Sponsor FY'81 Annual Plan.

MOTION: The Prime Sponsor Planning Council accepts and endorses the draft Balance of State FY'81 Annual Plan as submitted to the U.S. Department of Labor.

Seconded and unanimously approved.

The Council had the following comments to be addressed by the Prime Sponsor during the course of the fiscal year.

- 1) Insure the provision of service to target groups in the same proportion as their incidence in the CETA eligible population.
- 2) Investigate the possibility of developing a standard method to determine priority of need within the eligible applicant pool.
- 3) Insure the program mix effectiveness for consistency with the Prime Sponsor's stated goals through minority and evaluation and corrective action plans as necessary.
- 4) Develop a system to include area manpower planning boards in the development of policy and evaluation of performance.



GEORGE S. KARIOTIS
SECRETARY
OF ECONOMIC AFFAIRS

The Commonwealth of Massachusetts
Department of Manpower Development

Charles F. Hurley Building, 4th Floor

Government Center, Boston, Mass. 02114

MARIO A. ALFANO
ASSISTANT SECRETARY
OF ECONOMIC AFFAIRS
FOR MANPOWER DEVELOPMENT

OEA - DEPT. OF
MANPOWER DEVELOPMENT

AUG 8 1980

CETA - ADMINISTRATION

July 29, 1980

Mr. Joseph Duggan, Executive Director
Massachusetts Balance of State
Department of Manpower Development
Hurley Building, 4th Floor
Government Center
Boston, MA 02114

Dear Joe:

The Massachusetts Employment and Training Council is pleased to have received and had the opportunity to review your annual Comprehensive Employment and Training Plan submitted for Fiscal Year 1981. The SETC's review of Prime Sponsor's plans in Massachusetts is undertaken on behalf of the Governor and in accordance with the federal regulations governing the administration of the Comprehensive Employment and Training Act. These review comments by the SETC are being sent to you as well as to the Regional Administrator of the Department of Labor. Hopefully, these comments can be incorporated into your final plans to be submitted to DOL by August 15, 1980.

Your plan and those of the other ten prime sponsors in the Commonwealth were reviewed along five key lines. These include: 1) the availability and use of evaluative findings in the planning process; 2) the availability and use of labor market information/analysis in the planning process; 3) existing efforts to develop an integrated youth delivery system consistent with the Governor's Youth Action Plan; 4) programmatic coordination and linkages with existing federal, state, and local agencies for the purpose of providing necessary services to employment and training participants; and 5) efforts to promote economic development and create linkages with the private sector.

After a careful reading of your annual plan, the SETC endorses your plan and offers the following comments in each of these five review areas.

USE OF EVALUATIVE FINDINGS

The Balance of State's evaluative efforts discussed in the annual plan refer largely to the new monitoring system designed to assess program performance. In particular, we noted that attention will be given in FY'81 to the design of program performance measures, the utilization of the Program Monitoring System (PMS) in order to identify lag funds and plan corrective action, and the implementation of a monitoring team approach. These efforts are commendable and should be supplemented with longer-term measures of program performance to be utilized as input into strategies for prime sponsor planning decisions. This will entail an increased reliance upon the findings of the Title IIB/YETP Follow-Up Evaluation project currently in operation. Specifically, this may result in an assessment of the aforementioned FY'81 major program emphases through an evaluation of the longer-term effectiveness of the OJT component and/or an assessment of the relative effectiveness of feeder program strategies which utilize components such as ABE, WE, and ESL.

Finally, we suggest the provision of findings from the Title IIB/YETP Follow-Up Evaluation project to monitoring team members for use in the quarterly review process so that long-term performance indicators may be considered in tandem with results of on-going monitoring.

USE OF LABOR MARKET INFORMATION/ANALYSIS

The Balance of State plan provides a general overview of the service mix and target groups selected for FY'81. Services to different target groups are discussed and criteria for the selection of occupations for training are listed. The plan could benefit from additional use of labor market and industry/occupational information as well as identification of data sources which were employed.

THE YOUTH DELIVERY SYSTEM

In general, youth activities planned for FY'81 are consistent with the goals of the Governor's Youth Action Plan. The plan reflects consideration of the appropriate target groups, an emphasis on long-term employment and linkages with economic development objectives. Greater coordination among PIC and Youth Council members is encouraged. The Balance of State may also wish to begin planning efforts for the consolidation of YETP and YCCIP and the integration of YEDPA and Title IIB/C.

COORDINATION AND LINKAGES

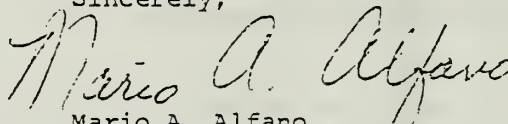
The Balance of State has established necessary linkages with state and local agencies, community-based organizations, and industry. A number of subgrantees have effectively coordinated activities with contiguous prime sponsors and subgrantees. Such efforts should be continued and expanded to other subgrantees such as Northampton and Marlborough in order to increase services to eligible participants. Coordination is also being undertaken in an effective manner to promote participation in non-traditional occupations through apprenticeship, displaced homemakers, and other programs.

COORDINATION WITH THE PRIVATE SECTOR

The Balance of State private sector initiatives appear to be consistent with Title VII. In particular, efforts being undertaken by the Employer Assistance Unit are providing useful direction for the subgrantees and regional councils. Sensitivity to the needs of local industry is evident in the industry/occupational survey being conducted. In addition, the desire to coordinate with the Department of Commerce and other economic development authorities for vocational training is highly appropriate.

These review comments are respectfully submitted for your information and consideration in the preparation of your final plan. We hope that they can be used to enhance the development and quality of your program activities in Fiscal Year 1981.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mario A. Alfano". The signature is fluid and cursive, with the first name "Mario" being the most prominent part.

Mario A. Alfano
Assistant Secretary of
Economic Affairs

MAA/bs

On Behalf of the Massachusetts
State Employment and Training Council

MASS. MA52.1:982

MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR

ANNUAL PLAN

FISCAL YEAR 1982



MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR

ANNUAL PLAN

FISCAL YEAR 1982

MASSACHUSETTS BALANCE OF STATE PRIME SPONSOR
FY'82 ANNUAL PLAN

TABLE OF CONTENTS

	<u>PAGE</u>
SUBPART A APPLICATION FOR FEDERAL ASSISTANCE (SF 424)	2
SUBPART B GENERAL ANNUAL PLAN NARRATIVE	
1. Certification	4
2. Overview of Performance	
a. Program Evaluation and Monitoring	5
b. Second Quarter FY'82 Performance	13
c. Service to Handicapped	14
d. Rate of Positive Terminations for Each Institutional Training Contract	15
e. Major Program Changes by Title	49
3. Approach	
a. Service to Significant Segments	51
b. Targeting Program Activities and Services	52
c. How Activities Will Contribute to Goals	57
d. Discretionary Funding	60
SUBPART C TITLE IIBC	
I. Narrative Description	
a. Performance and Placement Goals	62
b. Approach	
i. Program Activities and Services	
a. Classroom Training - Occupational	75
b. Classroom Training - Other ABE	76
c. English-as-a-Second Language	87
d. On-the-Job Training	89
e. Work Experience - In-School	90
f. Work Experience - Other	91
g. Other Activities	92
h. Services to Participants	92
i. Linkages with Vocational Education	93
ii. Upgrading and Retraining	97
iii. Types of Training	98
iiii. Maintenance of Service Levels to Youth	96
II. Program Planning Summary (PPS)	100
III. Budget Information Summary (BIS)	101
IV. Summary of Subrecipients and Contractors	102

SUBPART G	TITLE IV SYEP PRE-PLAN	103
SUBPART I	TITLE VII PRIVATE SECTOR INITIATIVE PROGRAM (PSIP)	
	I. Narrative Description	
	A. Performance & Placement Goals	107
	B. Approach	
	i. Program activities and services	
	a. classroom training-occupational training	109
	b. classroom training-other	109
	c. on-the-job training	109
	d. work experience-in-school	110
	e. work experience-other	110
	f. other activities	110
	g. services to participants	110
	ii. Upgrading	112
	iii. Retraining	113
	iv. Employment Generating Services	114
	v. Selection of Occupational Training areas	115
	vi. Private Industry Council	116
	vii. Statement of Concurrence	
	II. Program Planning Summary (PPS)	122
	III. Budget Information Summary (BIS)	123
SUBPART F	ADMINISTRATIVE ANNUAL PLAN	125
	BOS Public Announcement of Plan Available for Review and Comment	133
SUBPART L	Annual Plan Subpart for Planning Council	

CETP APPROVAL REQUEST

INSTRUCTIONS

- (a) For BLOCK 2, indicate the type of documentation attached to this request and complete blanks with the required information.
- (b) Complete BLOCK 3.
- (c) For BLOCK 4, the signature required will be that of the chief elected official or authorized prime sponsor's representative.
- (d) Your attached documents will be reviewed by the DOL/ETA grant officer or his designated federal representative. A "CETP Notification of Action" form, ETA 5178A, will be mailed to you, as quickly as possible, notifying you of the status of your request or the action taken by the grant officer.

1. NAME AND ADDRESS OF PRIME SPONSOR (No., Street, City, State, ZIP Code and Telephone Number including Area Code)

Massachusetts Balance of State Prime Sponsor
C.F. Hurley Bldg., 4th Floor, Boston, Mass. 02114

2. TYPE OF DOCUMENTATION ("X" appropriate box(es))

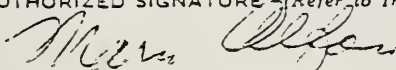
- a. ☐ Modification Request No. to CETP, MP No.
- b. ☐ Certification that CETP, MP No. remains in effect unchanged from previous year.
- c. ☐ Certification that CETP, MP No. will remain in effect with attached revisions.
- d. ☒ Modification Request No.1..... to Annual Plan No.25-1-057-PP.....
including the subparts listed below.

e.

SUBPART NO.	TITLE NO.	SUBPART NO.	TITLE NO.
C	IIBC		
D	VII		
K	Administration*		
G	IV SYEP		

3. DATE OF REQUEST (Mo., Day, Year) 4. AUTHORIZED SIGNATURE (Refer to Instruction c.)

September 1, 1981



ETA 5178 (May 1980)

*Subpart K, Administration, contains the close-out plans for

Subpart D Title IID
Subpart E IV YCCIP
Subpart F IV YETP
Subpart H Title VI

A. APPLICATION FOR FEDERAL ASSISTANCE

FEDERAL ASSISTANCE		2. APPLI- CANT'S APPLI- CATION	3. STATE APPLICA- TION IDENTI- FIER	4. NUMBER 9-25-057-10
1. TYPE OF ACTION (Mark appropriate box) <input checked="" type="checkbox"/> PREAPPLICATION <input type="checkbox"/> APPLICATION <input type="checkbox"/> NOTIFICATION OF INTENT (OPL) <input type="checkbox"/> REPORT OF FEDERAL ACTION		b. DATE Year month day 19 81 9 1	b. DATE Year month day ASSIGNED 19	
4. LEGAL APPLICANT/RECIPIENT a. Applicant Name : Commonwealth of Massachusetts b. Organization Used : Executive Office of Economic Affairs c. Street/P.O. Box : C.F. Hurley Bldg., 4th Floor d. City : Boston e. County : Suffolk f. State : Massachusetts g. ZIP Code : 02114 h. Contact Person (Name & telephone No.) :			5. FEDERAL EMPLOYER IDENTIFICATION NO. 046-002-284-365-7	
7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT Comprehensive Employment and Training Act Title II ABC Title VII Title IV SYEP (Pre-Plan)			6. PRO-GRAM (From Federal Catalog) a. NUMBER 1 7 0 3 2 2 b. TITLE Comprehensive Employment and Training Programs	
10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.) Balance of State, Massachusetts			8. TYPE OF APPLICANT/RECIPIENT A-State M-Community Action Agency B-Interstate I-Higher Educational Institution C-Substate District J-Indian Tribe D-County K-Other (Specify): E-City F-School District G-Special Purpose District Enter appropriate letter <input checked="" type="checkbox"/> A	
11. ESTIMATED NUMBER OF PERSONS BENEFITING 14,000			9. TYPE OF ASSISTANCE A-Basic Grant D-Insurance B-Supplemental Grant E-Other C-Loan Enter appropriate letter(s) <input checked="" type="checkbox"/> A	
12. TYPE OF APPLICATION A-New C-Renewal E-Augmentation B-Renewal D-Continuation Enter appropriate letter <input checked="" type="checkbox"/> B			13. PROPOSED FUNDING a. FEDERAL \$17,455,000.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00	
14. CONGRESSIONAL DISTRICTS OF: 16. PROJECT START DATE Year month day 19 81 9 1 17. PROJECT DURATION 12 Months 18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY 19 81 9 1			15. TYPE OF CHANGE (For 12a or 12b) A-Increase Dollars F-Other (Specify): B-Decrease Dollars C-Increase Duration D-Decrease Duration E-Cancellation Enter appropriate letter(s) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Employment and Training Admin., DOL, Boston, MA 02203			21. REMARKS ADDED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22. THE APPLICANT CERTIFIES THAT: a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached instructions if the application is approved. b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached: (1) A-95 <input checked="" type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/>		23. CERTIFYING REPRESENTATIVE a. TYPED NAME AND TITLE Mario Alfano Associate Secretary b. SIGNATURE <i>Mario Alfano</i> c. DATE SIGNED Year month day 19 81 9 1		
24. AGENCY NAME			25. APPLICATION RECEIVED Year month day 19	
26. ORGANIZATIONAL UNIT			27. ADMINISTRATIVE OFFICE	
28. ADDRESS			29. FEDERAL APPLICATION IDENTIFICATION	
30. FEDERAL GRANT IDENTIFICATION			31. ACTION TAKEN <input type="checkbox"/> a. AWARDED <input type="checkbox"/> b. REJECTED <input type="checkbox"/> c. RETURNED FOR AMENDMENT <input type="checkbox"/> d. DEFERRED <input type="checkbox"/> e. WITHDRAWN	
32. FUNDING a. FEDERAL \$.00 b. APPLICANT .00 c. STATE .00 d. LOCAL .00 e. OTHER .00 f. TOTAL \$.00			33. ACTION DATE 19 34. STARTING DATE Year month day 19 35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number) 36. ENDING DATE Year month day 19 37. REMARKS ADDED <input type="checkbox"/> Yes <input type="checkbox"/> No	
38. FEDERAL AGENCY A-95 ACTION a. In taking action, any comments received from clearinghouses were considered, if agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made. b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)				

B. GENERAL ANNUAL PLAN NARRATIVE

CERTIFICATION

The Massachusetts Balance of State Prime Sponsor certifies that information contained in the Prime Sponsor Master Plan (Part I of its Comprehensive Employment and Training Plan) as approved by the Department of Labor is complete and accurate, as augmented by information contained in this Annual Plan. The prime sponsor further certifies that all program operations funded in whole or in part with funds made available under the Comprehensive Employment and Training Act will be in accordance with the approved Master Plan and Annual Plan, and that it will comply with the requirements of 20 CFR 676.16 in proposing and obtaining approval for any modifications to its Comprehensive Employment and Training Plan.

B.2.a. Program Evaluation and Monitoring

Evaluation is an on-going activity within the prime sponsor, and the results are used to identify areas in which prime sponsor policy should be instituted.

One evaluation effort was undertaken by a subcommittee of the Prime Sponsor Planning Council. An Ad Hoc Committee was established to evaluate the quantity and quality of services that are provided to members of minority groups. The committee visited four subgrantees and interviewed subgrantee staff, members of AMPB's, persons affiliated with community based organizations, and clients. The result was several policy recommendations, most of which were endorsed by the entire council and established as prime sponsor policy. The new policies are:

1. The prime sponsor should establish a uniform methodology for gathering demographic data used in planning. (This action has been taken and is now in effect for the FY '82 Planning Process).
2. Language skills training should be appropriately linked with outlet oriented programs as indicated by the participant's Employability Development Plan. For some participants, language skills may be the sole barrier to employment, and in that instance, it is appropriate to view English as a Second Language as an outlet oriented activity. For others, however, language skills may be only one of many barriers to employment. For those participants, English as a Second Language must be viewed as a significant portion of a total service delivery plan designed to culminate in a positive outcome.
3. Outreach, especially to the minority community, presents a major problem to the prime sponsor. Outreach must include:
 - Specific staff accountability. An efficient model would be centralizing responsibility with one individual.
 - Detailed explanation of the outreach process specific to any contract included in that contract.
 - Publication of each new Request for Proposal process in area newspapers, as well as, direct notification of all appropriate community based organizations.
4. The Central Office shall review and approve every subgrantee's procedure for setting service priorities for significant segments and target groups.

A second evaluation effort was undertaken in the fall of 1980. The prime sponsor convened a task force composed of Subgrantee and Central Office staff to examine the role of assessment in the determination of how clients are served at the local level and what programs are made available to them.

Information was collected from subgrantee assessment and program staff and from CETA clients through two sets of questionnaires.

The focus of the questionnaires was on the following issues:

- o How does assessment fit into the overall service delivery system?
- o What are the key decision points in the progress of clients from intake to program enrollment?
- o How are service decisions made?
- o Who makes these decisions?
- o How does the client fit into the assessment and service decision-making process?
- o What strategies are utilized in developing employability development plans?

Based upon tabulation and analysis of questionnaire responses related to these issues, the Assessment Task Force has presented recommendations to the Prime Sponsor designed to ensure that assessment and client service decisions are made in as objective and effective a manner as possible. These recommendations have been adopted as Prime Sponsor policy for FY '82, and they are as follows:

TASK FORCE RECOMMENDATIONS

Client Service Decisions

1. All decisions regarding whether to serve an eligible applicant or the nature of the service to be provided should be made in a formalized, objective manner, based upon written criteria that are both clear and understandable to the subgrantee staff and to the client.

Intake

2. The Intake function should include and be limited to:
 - a. the determination of the eligibility of the applicant;
 - b. the explanation of the CETA system to the applicant, including the provision of written material;
 - c. the explanation of all the programs that CETA has to offer, clearly outlining the opportunities for enrollment and transfer to other programs within the subgrantee; and
 - d. the provision of an overview of available community social service agencies to the applicant should it be determined that the applicant is not eligible for CETA enrollment.

Service Priority Criteria

3. The task force recommends that objective criteria for service priority be developed in each subgrantee and that all service priority choices be made according to these guidelines.

Job Readiness

4. The task force recommends that no participant can be enrolled in a program activity until a determination of job readiness utilizing objective criteria has been made.

Assessment

5. The purpose of Assessment shall be:
 - a. to determine each eligible applicant's appropriateness for CETA service; and
 - b. for those eligible applicants deemed serviceable, to develop an employability plan specifying the client's occupational goals and job readiness, and setting forth a CETA service strategy to meet those goals.

The task force suggests that a number of mechanisms may be utilized to determine the specific programming strategies to be employed in the EDP. These mechanisms may include:

- o In-depth interviews between qualified subgrantee service personnel and the applicant;
- o Testing and work sampling, where needed or where required, for entrance into a specific program activity, to validate the realism of the client's occupational goals; and
- o If the client's EDP calls for enrollment into a training program for which specific competency tests are required, such tests should be administered during the Assessment process.

Employability Development Plan (EDP)

6. The task force recommends that, in the case of all CETA participants, the individual client must be informed of the contents of the EDP and must sign the plan, both at the time of its initial design and at every point at which the EDP is significantly altered. The task force further recommends that pre-vocational activities, such as ESL and ABE, be offered to clients not as an end in themselves but rather as part of a broader strategy of employability development, which is reflected in the client's EDP.

EDP Conference

7. The task force recommends that the EDP be developed in a standardized manner, based upon the EDP model offered in the U.S. Department of Labor's Forms Preparation Handbook, or that outlined in Program Instruction 80-098. Prior to enrollment in any activity, the client should meet with the person or persons responsible for making the enrollment decision.

The purpose of this meeting should be:

- o To inform the client of activities for which she/he has been scheduled;
- o To discuss the strategies contained within the EDP;
- o To schedule future conferences for continual update of the EDP; and
- o If a counselor has been assigned to the client, to introduce him/her to the counselor at this meeting.

Counseling

8. Counseling should be focused upon monitoring the employability development of the client. In order to achieve this, counseling sessions must be scheduled at regular intervals and must have clearly defined goals and outcomes relating specifically to the client's employability. The sessions will also address other issues relating to the client as these issues arise during his/her participation in CETA.

The task force further recommends that the counseling function be responsible for monitoring subgrantee adherence to the EDP. Also, if monitoring indicates that the client should receive further CETA service, then it will be the responsibility of the counselor or any other staff member assigned to the client to determine the availability of the recommended programs within the subgrantee and to ensure a training slot for the client when she/he becomes ready to enroll.

MIS

9. Eligible applicants will be formally enrolled in CETA as participants on the MIS as of the date of enrollment in a paid activity. For those applicants whose first activity consists of enrollment in a job development component which is designed for a direct placement, enrollment shall not occur until the placement has been made.

Furthermore, additional subgrantee planning requirements were designed so that the Central Office would be able to review subgrantee plans to comply with these policies.

A third major study was undertaken by prime sponsor staff. The purpose was to analyze the use of individual referral. The activity was examined from several perspectives including:

- o How large are the IR programs?
- o How are service providers and occupations selected? How is planning for IR conducted?

- o How are clients selected? Do IR clients have different characteristics as compared to those trained in-house?
- o What is the typical service path of an IR client?
- o How effective is IR in achieving desired client outcomes as compared to other modes of skills training?
- o Is there duplication between IR and in-house skills training programs?

The study used information gathered from a survey designed to capture basic information about the subgrantee's individual referral planning and client selection processes and used data from the Management Information System and the Title IIB follow-up study to evaluate client characteristics and outcomes.

In this instance, the evaluation did not reveal any major prime sponsor wide problems that would be addressed appropriately through policy setting. Therefore, no policies affecting individual referral have been implemented, but where problems were identified, corrective action will be implemented on a case to case basis.

Another study was conducted which evaluated the degree to which subgrantee plans complied with the FY '81 policies. The study demonstrated a very high degree of compliance with prime sponsor performance standards and other policies. The major exception was that the prime sponsor goal of spending 20% of total Title IIB funds on OJT was not reflected in most subgrantee plans. Such a large shift in program emphasis was not considered to be realistic.

Therefore, instead of a large number of policies covering participant flow paths, performance standards, and program emphases, in FY '82 the prime sponsor will set performance standards for the title level only and permit subgrantee discretion in setting the emphasis to various program activities.

A study was prepared using the Title IIB follow-up which examined participant service paths. The result was that many instances were found in which participants were transferred among activities which provided income maintenance and remedial work without receiving occupational training. Within the program emphasis statement, the prime sponsor has asserted the need to couple remedial activities with those that provide occupational skills.

Other evaluations included on-the-job training, title level performance for FY '78, '79, and '80 for all subgrantees and for each major title, and an examination of participant characteristics in SYEP. All of these materials are available for review if requested.

Monitoring

One important result of monitoring has been an assessment of the weaknesses of the prime sponsor's monitoring system and the institution of change in the procedures. Heretofore, the quantified client enrollment, termination, and characteristic data that was used in monitoring was that taken from the automated management system. Because of late and incomplete reporting, it was difficult to distinguish performance problems from reporting problems. Thus one of the changes involves using manual client data for monitoring, comparing the manual data to that contained within the automated system, and instituting an on-going validation of the automated system.

The Monthly monitoring that is conducted using the manual data is part of the PMS (Program Monitoring System). An additional goal of the monitoring system is to identify lag funds, to develop corrective action plans so that the lag funds can be spent within the subgrantee area, and if the subgrantee is unable to use the funds, to reallocate the fund to areas that can expand CETA programming.

By using staff from various units (Operations, Grant Management, Planning), a more comprehensive assessment of subgrantee performance can be made, and the strengths of each unit can be brought to bear upon corrective action plans and technical assistance. The changes are discussed in more detail as follows.

The system has two specific goals: 1. to minimize the build-up of lag funds and 2. to provide direction and assistance to service deliverers in improving performance.

To achieve these goals, regional coordinators employ the PMS to compare a subgrantee's actual performance with program objectives and the operational plan. The focus of these efforts centers on monitoring expenditures and the variance between planned and actual flow of clients into the out of program activities within a subgrantee's delivery system. These efforts also identify operational problems which hinder the achievement of planned objectives.

One goal of the monitoring system is to prevent the build-up of excessive lag funds. The system focuses upon expenditures for the first and second quarters. If lag funds are building, immediate corrective action to utilize these funds will be developed. It is essential that lag issues be resolved by the second quarter, as it becomes increasingly difficult to expand large amounts of money during the latter part of the fiscal year. One result has been a more orderly phase-down in PSE. Funds were deobligated from Subgrantees which could not expend them and utilize in areas which had a level of activity that could not be sustained after the recission.

The second goal of the PMS is to provide data which will assist subgrantees in improving performance. On an on-going basis through the fiscal year, PMS assesses the other aspects of program activities (i.e., placements, terminations, achievement of program goals, costs per placement, etc.) through monthly monitoring charts and on-site visits.

The Monthly Enrollment Data and the Monthly Expenditure Reports are used to determine which programs and areas within programs should be reviewed in detail. If a problem is identified and the cause of that problem is already known, the Monthly Monitoring Report indicates what action has been or will be taken to address the problem.

If more detailed review of a program or system is necessary to determine the cause of a problem, an on-site monitoring visit will be conducted. The CETA Performance Review Guide and the Program Guide will be employed during these on-site visits.

The regional teams accomplish their monitoring responsibilities through the use of site visits as well as data from the PMS and MIS. The teams actively monitor throughout the quarter; their efforts culminate in quarterly review conferences on subgrantee performance.

Examples of other results of monitoring include:

- o Overseeing substantial improvement in Northampton's fiscal systems;
- o Reviewing placement strategies for PSE participants in Medford whose public service employment had ended but who had not found jobs;
- o Scheduling corrective action in Lawrence and Marlborough for late and incorrect data for the automated MIS system;
- o Identification of problems in Quincy regarding equitable service to significant segments;
- o Reprogramming Title IIB lag funds in Yarmouth that resulted from a higher than planned enrollment of welfare recipients in classroom training and a reduction in travel allowance payments; and
- o Terminating the DES Job Matching Program in Gardner for reasons of non-performance.

OPTIONAL TABLE FORMAT

(to meet requirement of Section 2.b., General Narrative)

Summary of Current Fiscal Year's Program

	Title II-B/C	II-D	IV-YETP	IV-YCCIP	IV-SYEP	VI	VII	Totals
Total Funds Available	14,603,626	10,231,602	4,182,931	1,301,536	9,492,479	4,913,168	2,672,824	47,398,166
Total Accrued	7,819,190	7,249,130	2,330,826	971,246	0	3,209,071	761,245	20,176,327
Allowances Subtotal	2,756,824	655,486	109,146	0	0	271,872	293,339	4,086,687
Wages subtotal	903,412	3,948,911	1,224,755	621,409	0	1,799,163	6,772	8,504,422
Fringe Benefits Subtotal	18,854	300,592	20,928	50,606	0	195,393	947	587,320
Training Subtotal	2,324,934	1,180,124	286,622	172,232	0	377,073	259,238	4,600,223
Services Subtotal	1,815,166	1,164,017	689,375	126,999	0	565,570	200,929	4,562,056
			Expenditure of funds in Administrative Cost Pool					6,028,695

PARTICIPANT INFORMATION

Number of Participants Served	5075	3257	2497	515	0	1874	545	13,763
Number of Participants entering unsubsidized employment	1258	516	299	70	0	242	104	2,489
Number of Handicapped served	774	442	374	38	0	181	62	1,871
Number of Handicapped entering unsubsidized employment	147	67	19	6	0	23	12	274

B.2.c Service to the Handicapped

As of the second quarter of FY'81, the Prime Sponsor provided services to 4968 participants. Of these, 15.4% were "Handicapped" according to the definition of a handicapped person as found at 45CFR85.31, 45CFR84.3,i, and 41CFR60.74.2, and the definition in 20CFR part 676. This definition means any person who applies for CETA services and meets eligibility criteria for that title and has a physical or mental disability which constitutes a substantial barrier to employment.

Second quarter FY'81 data shows that 147 of the 774 handicapped persons entered into unsubsidized employment. Interestingly, this represents 11.7% of all Title IIB entered employments. Handicapped persons participate in all Prime Sponsor activities. The following represents the percent of service to handicapped persons in Prime Sponsor activities.

Total Title IIB	ESL	ABE	Skills	OJT	AWE	YWE O/S	YWE I/S
15.4%	5.2%	14.0%	14.6%	13.7%	32.1%	10.9%	11.4%

For FY'82 the Prime Sponsor intends continued effort to provide service to the handicapped. Substantial efforts have been made to ensure equitable verification of handicapped status. Section B.7.e.i. of the master plan contains the program instruction illustrating the verification of handicapped methodologies. This should help to provide a clearer understanding of an individual's needs and aid in appropriate referral to activities.

B.2.d. Rate of Positive Termination from Skills Training Contracts

The following charts display the positive termination rate for all skills training contracts as of the second quarter of FY '81. It should be noted that the Department of Labor definition for positive terminations was used. This means that terminations include those who terminated from a CETA title and do not include those who were served in another activity within the same title.

In the chart, three digit Dictionary of Occupational Titles codes were used. For each subgrantee the contracts are arranged in order of the DOT code with the lower numbers first. A listing of DOT codes and the corresponding occupational title precedes the charts.

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER-TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
0001	Architectural Occupations	320	86	81	24	29	7	21	74.1%
0036 001	Chelsea/Job Inc.	2	1	1	0	0	0	1	0.0%
0052 001	Chelsea/E.T.C. School	1	1	1	0	0	0	1	0.0%
1002 001	Chelsea/In-House	23	2	2	0	0	0	2	0.0%
0003 001	Greenfield/Jobs Inc.	2	2	2	0	0	2	0	100.0%
0011 001	Lawrence/Lawrence Rehabilita- tion Services	8	2	1	1	0	0	0	100.0%
0980 001	Lawrence/Allowances 80	5	3	2	0	2	0	0	100.0%
1009 001	Lawrence/Lawrence Rehabilita- tion Services	12	1	1	0	0	0	1	0.0%
0024 001	Marlboro/Assabet Valley Vocational School	4	4	4	0	2	0	2	50.0%
0047 001	Marlboro/Jobs Inc.	2	2	2	0	2	0	0	100.0%
0015 001	Medford/Jobs Inc.	1	1	1	0	1	0	0	100.0%
0044 001	Medford/Northeast Institute of Industrial Technology	1	1	1	1	0	0	0	100.0%
0980 001	Medford/Allowances 80	7	7	7	4	3	0	0	100.0%
1019 001	Medford/ECON Inc.	26	6	5	0	2	0	3	40.0%
1981 001	Medford/Allowances 81	22	19	19	17	0	0	2	89.5%
0980 001	Newton/Allowances 80	1	1	1	0	0	0	1	0.0%

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1002 001	Newton/Newton CETA	1	0						
1024 001	Newton/WICP	13	3	3	0	1	0	2	33.3%
1981 001	Newton/Allowances 81	1	0						
0980 001	Norwood/Allowances 80	35	11	9	1	6	0	2	77.9%
0023 001	Northampton/Jobs Inc.	8	8	8	0	6	2	0	100.0%
0025 001	Northampton/Holyoke Skills Center	1	0						
0980 001	Northampton/Allowances 80	1	0						
0043 001	Quincy/Jobs Inc.	3	3	3	0	0	3	0	100.0%
0034 001	Taunton/Massasoit Community College	1	0						
0079 001	Taunton/Fisher Junior College	1	1	1	0	1	0	0	100.0%
0081 001	Taunton/Southeastern Education Collaborative	1	0						
0088 001	Taunton/William S. Oshima	13	6	6	0	3	0	3	50.0%
1981 001	Taunton/Allowances 81	42	0						
1002 001	Yarmouth/Yarmouth CETA	1	1	1	0	0	0	1	100.0%
0106 001	Yarmouth/Martha's Vineyard Regional High School	2	0						

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1002 001	Yarmouth/Yarmouth CETA	19	0						
1003 001	Yarmouth/Control Data Institute	53	0						
1004 001	Yarmouth/Elder Services Yarmouth	7	0						
002	Aeronautical Engineering Occupations	116	10	8	1	5	0	2	75.0%
0036 002	Chelsea/Job Inc.	2	1	1	0	1	0	0	100.0%
1002 002	Hopedale/In-House	16	1	1	0	1	0	0	100.0%
1002 002	Lawrence/Lawrence/CETA	4	2	1	0	0	0	1	0.0%
1008 002	Lawrence/Northern Essex Community	76	6	5	1	3	0	1	80.0%
0095 002	Medford/East Coast Aero Technical School	1	0						
1016 002	Taunton/Bristol Community College	17	0						
003	Electrical/Electronics Engineering	109	42	34	5	20	1	8	76.5%
0020 003	Chelsea/Northeast Insti- tute of Industrial Tech- nology	1	0						
1002 003	Fitchburg/In-House	11	0						

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1006 003	Lawrence/International Institute	31	2	1	0	1	0	0	100.0%
9091 003	Lawrence/Xerox Corporation	2							
0013 003	Marlboro/Western Suburban YWCA	15	14	7	1	2	1	3	57.1%
1002 003	Marlboro/In-House	5	1	1	1	0	0	0	100.0%
1002 003	Newton/Newton CETA	17	17	17	2	12	0	3	82.4%
9100 003	Newton/Northeast Institute	2	1	1	1	0	0	0	100.0%
0024 003	Norwood/Northeast Institute of Industrial Technology	1	0						
0067 003	Quincy/Franklin Institute	2	1	1	0	1	0	0	100.0%
0051 003	Taunton/Northeastern Institute of Industrial Technology	1	0						
0075 003	Taunton/Bristol Plymouth Regional Center	3	0						
0088 003	Taunton/William S. Oshima	14	4	4	0	3	0	1	75.0%
0002 003	Yarmouth/Yarmouth CETA	3	1	1	0	0	0	1	0.0%
0044 003	Yarmouth/Kinyon Campbel	1	1	1	0	1	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER-TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
004	Auto Mechanic, Weather- ization Technician	6	6	4	0	3	1	0	100.0%
1002 004	Fitchburg/In-House	1	1	1	0	1	0	0	100.0%
0006 004	Medford/735 Inc.	3	3	1	0	0	1	0	100.0%
0044 004	Yarmouth/Kinyon Campbel	2	2	2	0	2	0	0	100.0%
005	Civil Engineering Occupations	183	51	50	3	34	2	6	88.0%
1002 005	Fitchburg/In-House	13	1	1	0	0	1	0	100.0%
1002 005	Lawrence/In-House	124	37	37	4	30	0	3	91.9%
1002 005	Northampton/In-House	45	12	11	4	4	0	3	72.7%
0044 005	Yarmouth/Kinyon Campbel	1	1	1	0	0	1	0	100.0%
006	Ceramic Engineering Occupations	17	12	11	1	2	0	8	27.3%
0002 006	Lawrence/Lawrence CETA	16	11	10	1	1	0	8	20.0%
0044 006	Yarmouth/Kinyon Campbel	1	1	1	0	1	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
007	Mechanical Engineering Occupations	183	69	61	13	25	11	12	80.0%
0027 007	Chelsea/Center Corporation	1	1	1	0	1	0	0	100.0%
0029 007	Chelsea/Center for Computer Education	3	2	2	0	1	1	0	50.0%
1012 007	Chelsea/Cambridge Institute for Computer Programming	1	0						
1013 007	Hopedale/Center for Computer Education	1							
0002 007	Lawrence/Lawrence CETA	3	3	2	1	0	0	1	50.0%
0009 007	Lawrence/North Essex Community College	13	5	4	1	3	0	0	100.0%
0060 007	Lawrence/Wescorp Inc.	19	16	16	1	12	0	3	81.3%
1025 007	Lawrence/Wescorp Inc.	17							
0002 007	Medford/Medford CETA	16	16	10	1	1	7	1	90.0%
0044 007	Medford/Northeast Institute of Industrial Technology	1	1	1	1	0	0	0	100.0%
0090 007	Medford/Cambridge Institute for Computer Education	4	4	4	2	0	1	1	75.0%
0097 007	Medford/Control Data Institute	5	5	5	3	1	0	1	80.0%
0111 007	Medford/Center for Computer Education	1	1	1	1	0	0	0	100.0%
0153 007	Medford/Medford CETA	1	1	1	1	0	0	0	100.0%
0090 007	Newton/Cambridge Institute for Computer Programming	2	1	1	1	0	0	0	100.0%

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0013 007	Norwood/Hall Institute	2	1	1	0	0	0	1	0.0%
0025 007	Norwood/Control Data Institute	20	9	9		5	0	4	55.6%
1020 007	Taunton/Systems Architects	15	0						
1041 007	Taunton/PM&D	23	0						
1043 007	Taunton/Jewelry Institute	9	0						
0088 007	Yarmouth/International Institute of Boston	3	3	3	0	1	2	0	100.0%
1003 007	Yarmouth/Control Data Institute	19	0						
1034 007	Yarmouth/PMRD	4	0						
008	Chemical Engineering Occupations	219	62	58	5	36	2	15	74.1%
0003 008	Greenfield/Jobs Inc.	2	2	2	0	0	2	0	100.0%
1002 008	Greenfield/In-House	2							
0002 008	Lawrence/Lawrence CETA	51	43	40	3	22	0	15	02.5%
1002 008	Lawrence/In-House	119	16	15	2	13	0	0	100.0%
1002 008	Lawrence/In-House	43							
1002 008	Medford/Automation Unlimited	2	1	1	0	1	0	0	100.0%

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009	Computer Technician	76	28	26	0	21	0	5	81.0%
0002 009	Marlboro/Marlboro CETA	23	17	17	0	13	0	4	76.5%
9079 009	Marlboro/Quinsigamond Com- munity College	1	0		0				
9001 009	Northampton/Northampton CETA	2	2	2	0	2	0	0	100.0%
1003 009	Yarmouth/Control Data Institute	50	9	7	0	6	0	1	
010	Mining and Petroleum Engineering	132	11	11	1	4	0	6	45.5%
0043 010	Fitchburg/Greenwood Key Company	56	0						
0069 010	Lawrence/Wescorp Inc.	20	3	3	1	1	0	1	66.7%
0074 010	Marlboro/	16	4	4	0	2	0	2	50.0%
1002 010	Northampton/In-House	3	0						
0055 010	Southbridge/Quinsigamond Community College	1	0						
0065 010	Taunton/Massasoit Community College	36	4	4	0	1	0	3	25.0%
011	Metallurgy and Metallurgical Engineering	10	3	3	0	3	0	0	100.0%
0055 011	Southbridge/Quinsigamond Community College	7	0						
0002 011	Yarmouth/Yarmouth CETA	3	3	3	0	3	0	0	100.0%

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014	Marine Engineering Occupations	25	0						
1002 014	Medford/Medford CETA	25	0						
015	Nuclear Engineering Occupations	51	11	11	0	3	1	7	36.4%
9098 015	Lawrence/Lawrence Community Action Council	1							
1002 015	Medford/Medford CETA	50	11	11	0	3	1	7	36.4%
017	Drafters, n.e.c.	11	7	6	1	3	0	2	66.7%
9088 017	Chelsea/Northeast Institute of Industrial Technology	1	1	1	0	0	0	1	0.0%
0048 017	Hopedale/Hall Institute	1	1	1	1	0	0	0	100.0%
1005 017	Hopedale/Hall Institute	2	1	1	0	1	0	0	100.0%
1027 017	Newton/Northeast Institute of Industrial Technology	1	1	1	0	1	0	0	100.0%
0007 017	Taunton/Hall Institute	4	3	2	0	1	0	1	50.0%
1005 017	Taunton/Hall Institute	1	0						
9102 017	Yarmouth/Northeast Institute of Industrial Technology	1	0						
019	Occupations in Architecture, Engineering and Surveying	49	26	25	1	17	2	15	80.0%
0002 019	Fitchburg/YETP Gardner	49	26	25	1	17	2	5	80.0%

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020	Occupations in Mathematics	39	34	34	0	19	0	15	55.9%
0004 020	Chelsea/Sylvania Technical School	1	1	1	0	1	0	0	100.0%
0018 020	Newton/Marcia G. Dvovall	7	7	7	0	7	0	0	100.0%
1007 020	Newton/Cambridge Institute for Computer Programming	1	0						
0011 020	Norwood/Program Management and Design Associates	1	1	1	0	0	0	1	0.0%
9025 020	Norwood/Control Data Institute	1	1	1	0	1	0	0	100.0%
0005 020	Quincy/Program Management and Design Associates.	23	23	23	0	9	0	14	39.1%
0054 020	Quincy/Bolt, Beranek and Newman	3	0						
9020 020	Taunton/John and Wales College								
0092 020	Yarmouth/Control Data Institute	1	0						
1013 020	Yarmouth/Cambridge Institute for Comp. Program	1	1	1	0	1	0	0	100.0%
024	Occupations in Geology	10	10						
1002 024	Taunton/Taunton CETA	10	10						
029	Mathematic and Physical Sciences	12	2	2	0	1	0	1	50.0%
0042 029	Newton/Newton Public School	12	2	2	0	1	0	1	50.0%

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034	Clerical/Electronic Technician	24	4	4	0	2	0	2	50.0%
1014 034	Marlboro/YWCA	24	4	4	0	2	0	2	50.0%
045	Occupations in Psychology	1	0						
1002 045	Southbridge/In-House	1	0						
046	Job Factory (C.T. Skills)	5	3	3	0	3	0	0	100.0%
1002 046	Southbridge/In-House	5	3	3	0	3	0	0	100.0%
054	Occupations in Sociology	1	1	1	1	0	0	0	100.0%
9135 054	Medford/Middlesex Community College	1	1	1	1	0	0	0	100.0%
059	Occupations in Social Sciences, n.e.c.	4	10						
9044 059	Taunton/Massasoit Community College	4	10						
070	Physicians and Surgeons	3	3	3	1	0	2	0	100.0%
0028 070	Medford/Kaplan Education Center	1	1	1	0	0	1	0	100.0%
0038 070	Marlboro/Framingham Day Hospital	2	2	2	1	0	1	0	100.0%
074	Pharmacists	1	1	1	0	0	0	1	0.0%
9114 074	Newton/Bay State Junior College	1	1	1	0	0	0	1	0.0%

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075	Registered Nurses	9	5	5	1	3	0	1	80.0%
0011 075	Chelsea/Soldier's Home	3	2	2	0	1	0	1	50.0%
0134 075	Medford/Lasell College	1	1	1	1	0	0	0	100.0%
2108 075	Newton/ECOWO Corp.	1	1	1	0	1	0	0	100.0%
0054 075	Norwood/Pondville Hospital	1	1	1	0	1	0	0	100.0%
0074 075	Taunton/Pondville Hospital	1	0						
0143 075	Taunton/Somerville Hospital School of Nursing	1	0						
9008 075	Taunton/Massasoit Community College	1	0						
078	Occupations in Medical and Dental Technology	52	22	22	7	7	2	6	72.7%
1005 078	Marlboro/Keefe Vocational Technical School	36	10	10	1	4	0	5	50.0%
9091 078	Marlboro/Newbury Junior College	2	0						
0038 078	Medford/Northeastern University	1	1	1	1	0	0	0	100.0%
0049 078	Medford/Dimock Community Health Center	1	1	1	0	1	0	0	100.0%
0053 078	Medford/Bay State Junior College	1	1	1	1	0	0	0	100.0%
0139 078	Medford/Massachusetts General Hospital	5	5	5	4	0	1	0	100.0%
0148 078	Medford/Forsyth Denta	1	1	1	0	0	1	0	100.0%

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9035 078	Medford/Northeastern University	1	1	1	0	1	0	0	100.0%
9161 078	Medford/Boston University	1	1	1	0	0	0	1	0.0%
0031 078	Taunton/Northeastern University	1	1	1	0	1	0	0	100.0%
9097 078	Taunton/Lasell Junior College	1	0						
9207 078	Taunton/Laboure Junior College	1	0						
079	Occupations in Medicine and Health	76	44	44	23	9	0	12	72.7%
0016 079	Chelsea/Poryman School	1	1	1	0	1	0	0	100.0%
9202 079	Fitchburg/Montachusets Technical School	3	1	1	0	1	0	0	100.0%
9211 079	Fitchburg/Montachusets	1	1	1	0	1	0	0	100.0%
0037 079	Marlboro/Dimock Community Health Center	1	1	1	0	1	0	0	100.0%
0053 079	Medford/Bay State Junior College	1	1	1	1	0	0	0	100.0%
0075 079	Medford/Youville Hospital	4	4	4	3	0	0	1	75.0%
0136 079	Medford/Northeastern Regional Vocational School	11	11	11	9	0	0	2	81.8%
0137 079	Medford/Soldier's Home	5	5	5	3	1	0	1	80.0%
0138 079	Medford/Shepard-Gill School of Practical Nursing	5	5	5	5	0	0	0	100.0%
0141 079	Medford/School of Practical Nursing-Tewksbury	2	2	2	2	0	0	0	100.0%

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9155 079	Medford/Massachusetts General Hospital	2	2	2	0	1	0	1	50.0%
0028 079	Newton/Stanley Kaplan Education Center	6	2	2	0	1	0	1	50.0%
0107 079	Newton/Malden Public Schools	2	0						
0029 079	Norwood/Northeastern University	1	1	1	0	1	0	0	100.0%
0045 079	Norwood/Stanley Kaplan Education Center	1	0						
1004 079	Southbridge/Webster Nursing Home	14	2	2	0	0	0	2	0.0%
0006 079	Taunton/Sawyer School	4	0						
0014 079	Taunton/Bryman School	1	1	1	0	0	0	1	0.0%
0034 079	Taunton/Massasoit Community College	1	1	1	0	0	0	1	0.0%
0038 079	Taunton/Newbury Junior College	1	1	1	0	0	0	1	0.0%
0069 079	Taunton/Boston University	1	0						
0075 079	Taunton/Bristol Plymouth Regional High School	3	0						
1025 079	Taunton/Fisher Junior College	2	1	1	0	0	0	1	0.0%
0065 079	Yarmouth/Bryman School	1	1	1	0	1	0	0	100.0%
0075 079	Yarmouth/Fisher Junior College	1	0						
1018 079	Yarmouth/Bryman School	1	0						

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090	Occupations in College and University Education	1	1	1	0	1	0	0	100.0%
0043 090	Fitchburg/Greenwood Key Company	1	1	1	0	1	0	0	100.0%
092	Occupations in Preschool, Primary School and Kinder- garden Education	1	0						
0138 092	Taunton/Lasell Junior College	1	0						
094	Occupations in education of of the Handicapped	2	1	1	0	0	0	1	0.0%
9016 094	Lawrence/Lawrence General Hospital Rehabilitation Services	1							
9175 094	Medford/Newbury Junior College	1	1	1	0	0	0	1	0.0%
098	GED Education	1							
9015 098	Lawrence/North Essex Community College	1							
099	Occupations in Education, n.e.c.	52	15	15	1	7	1	6	60.0%
0081 099	Medford/Women in Electronics	51	15	15	1	7	1	6	60.0%
1027 099	Marlboro/Stamley Kaplan Education Center	1	0						
118	Para-Professional Training	1	1	1	0	0	0	1	0.0%
9016 118	Lawrence/Lawrence General Hospital Rehabilitation Services	1	1	1	0	0	0	1	0.0%
131	Writers	1	1	1	0	1	0	0	100.0%
0075 131	Newton/Youville Hospital	1	1	1	0	1	0	0	100.0%

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141	Commercial Artists	1	1	1	0	0	0	1	0.0%
0149 141	Medford/New England School of Arts	1	1	1	0	0	0	1	0.0%
143	Occupations in Photography	1	1	1	0	1	0	0	100.0%
0009 143	Northampton/Stan-Sherer	1	1	1	0	1	0	0	100.0%
149	Occupations in Art	15	0						
1022 149	Chelsea/Adams & Abbott	10	0						
1030 149	Medford/Adams & Abbott	5	0						
160	Accountants and Auditors	81	24	23	0	13	2	8	65.2%
0017 160	Chelsea/Bay State Junior College	1	0						
0019 160	Chelsea/Bunker Hill Community College	1	1	1	0	0	1	0	0.0%
0038 160	Chelsea/Cambridge Employment Resource Center	2	2	2	0	1	0	1	50.0%
0105 160	Medford/Somerville Cambridge Economic Opportunity Inc.	1	1	1	0	1	0	0	100.0%
0206 160	Medford/Burdett School	29	5	4	0	2	0	2	50.0%
0093 160	Newton/Burdett School	1	0						
0012 160	Norwood/Burdett School	35	9	9	0	6	1	2	77.8%
0012 160	Taunton/Kinyon Campbell	5	3	3	0	0	0	3	0.0%

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0027 160	Taunton/Johnson & Wales College	1	1	1	0	1	0	0	100.0%
0065 160	Taunton/Massasoit Community College	1	1	1	0	1	0	0	100.0%
1012 160	Taunton/Kinyon Campbell	1	0						
1017 160	Taunton/Stonehill College	1	0						
0095 160	Yarmouth/Wentworth College	1	0						
9095 160	Yarmouth/Kinyon Campbell	1	1	1	0	1	0	0	100.0%
161	Budget and Management Systems Analysts	1	0						
9003 161	Taunton/Briston Community College	1	0						
163	Sales and Distribution Management Occupations	12	0						
0045 163	Hopedale/Quinsigamond Community College	11							
0011 163	Northampton/Incentive Community Enterprises Inc.	1	0						
186	Finance Insurance and Real Estate Managers	1	0						
0075 186	Taunton/Bristol Plymouth Regional High School	1	0						
189	Miscellaneous Managers and Officials	4	4	3	0	2	0	1	66.7%
0020 189	Norwood/The Hickox School	4	4	3	0	2	0	1	66.7%

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191	Agents and Appraisers n.e.c.	1	1	1	0	0	1	0	100.0%
0147 191	Medford/Chamberlayne Junior College	1	1	1	0	0	1	0	100.0%
194	Sound, Film and Video Tape Recording and Reproduction	1	1	1	1	0	0	0	100.0%
0002 194	Medford/Medford CETA	1	1	1	1	0	0	0	100.0%
196	Airplane Pilots and Navigators	3	0						
9084 196	Norwood/East Coast Aero Technical School	3	0						
200	Medical Doctors and Dentists	2	2	2	1	0	1	0	100.0%
0028 200	Medford/Stanley Kaplan Education Center	2	2	2	1	0	1	0	100.0%
201	Secretaries	102	30	29	2	17	1	9	69.0%
1002 201	Chelsea/Furniture Venture	30	0						
1002 201	Hopedale/In-House	9	3	3	0	1	0	2	33.3%
0106 201	Medford/Burdett School	15	13	13	2	9	1	1	92.3%
0012 201	Norwood/Burdett School	1							
0019 201	Norwood/Sawyer School	1	1	1	0	0	0	1	0.0%
0020 201	Norwood/Hickox School	2	2	2	0	2	0	0	100.0%
0027 201	Norwood/Dean Junior College	1							

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0036 201	Norwood/Katherine Gibbs School	1	1	1	0	1	0	0	100.0%
9083 201	Norwood/Sawyer School	1	1	1	0	1	0	0	100.0%
0002 201	Southbridge/Southbridge SYEP	2	2	2	0	0	0	2	0.0%
1002 201	Southbridge/In-House	14	1	1	0	1	0	0	100.0%
0006 201	Taunton/Sawyer School	1	0						
0012 201	Taunton/Kinyon Campbell	1	0						
0079 201	Taunton/Fisher Junior College	3	3	3	0	0	0	3	0.0%
1004 201	Taunton/Sawyer School	3	0						
1012	Taunton/Kinyon Campbell	1	0						
8136 201	Taunton/Sawyer School	1	0						
9009 201	Taunton/Sawyer School	1	0						
0044 201	Yarmouth/Wentworth College	10	3	3	0	2	0	0	100.0%
0075 201	Yarmouth/Fisher Junior College	1	0						
1038 201	Yarmouth/Kinyon Campbell	3	0						
202	Stenographers	2	0						
0017 202	Chelsea/Bay State Junior College	1	0						
0082 202	Yarmouth/Bay State Junior College	1	0						

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203	Typists and Typewriting Machine Operators	80	24	24	1	12	0	11	54.2%
0002 203	Northampton/Northampton CETA	10	5	5	1	3	0	1	80.0%
0005 203	Quincy/Program Management and Design Associates	13	13	13	0	6	0	7	46.2%
1002 203	Quincy/In-house	26	1	1	0	0	0	1	0.0%
0075 203	Taunton/Bristol Plymouth Regional High School	3	1	1	0	0	0	1	0.0%
1002 203	Taunton/Taunton CETA	28	4	4	0	3	0	1	75.0%
206	File Clerks	1							
9116 206	Lawrence/Lawrence General Hospital Rehabilitation Services	1							
208	Mailing and Miscellaneous Office Machine Operators	20	13	13	0	9	0	4	
0002 208	Marlboro/In-house	5	5	5	0	3	0	2	60.0%
1002 208	Marlboro/In-house	15	8	8	0	6	0	2	75.0%
209	Stenography, Typing and Filing Occupations	192	132	123	8	86	5	24	80.5%
0002 209	Chelsea/Winthrop Community Development	9	9	9	0	5	0	4	55.6%
0002 209	Fitchburg/YETP Fitchburg	28	22	13	2	9	1	6	66.7%
1002 209	Hopedale/In-house	7	3	3	1	0	0	2	33.3%
0002 209	Lawrence/Lawrence CETA	7	5	5	1	1	0	3	40.0%

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0002 209	Marlboro/In-House	5	5	5	0	4	0	1	80.0%
1002 209	Marlboro/In-House	16	13	13	0	12	0	1	92.3%
9001 209	Marlboro/Marlboro CETA	1			0				
0002 209	Medford/Medford CETA	35	34	34	0	31	2	1	97.1%
1002 209	Medford/Automation Unlimited	18	5	4	1	3	0	0	100.0%
0002 209	Newton/In-House	22	12	12	0	8	0	4	66.7%
0008 209	Newton/Project Scale	1	1						
0035 209	Newton/Newbury Junior College	3	2	2	0	1	1	0	100.0%
9101 209	Newton/Project Scale	1	1	1	0	1	0	0	100.0%
0002 209	Northampton/Northampton CETA	5	4	4	3	0	0	1	75.0%
0002 209	Quincy/Program Management and Design Associates	2	2	2	0	2	0	0	100.0%
0002 209	Taunton/Taunton CETA	7	7	4	0	3	0	1	
1002 209	Yarmouth/Yarmouth CETA	25	7	7	0	6	1	0	100.0%
210	Bookkeepers and Bookkeeping Machine Operators	38	10	10	0	7	1	2	80.0%
0002 210	Marlboro/In-House	6	5	5	0	3	0	2	60.0%
0092 210	Medford/Somerville Employment & Training Center	5	3	3	0	3	0	0	100.0%

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0044 210	Yarmouth	3	2	2	0	1	1	0	100.0%
1038 210	Yarmouth/Kinyon Campbell	24	0						
213	Electronics and Electro- Mechanical Data Processors	55	48	47	1	31	2	13	72.3%
0002 213	Fitchburg/YETP Fitchburg	14	14	13	1	5	1	6	53.8%
0043 213	Fitchburg/Greenwood Key Company	1	0						
0088 213	Medford/Adams & Abbott	16	16	16	0	14	1	1	83.8%
0011 213	Norwood	4	2	2	0	2	0	0	100.0%
0005 213	Quincy/Program Management & Design Associates	10	10	10	0	5	0	5	50.0%
0005 213	Taunton/Blake Computer	3	3	3	0	2	0	1	66.7%
0027 213	Taunton/Johnson & Wales College	1	1	1	0	1	0	0	100.0%
0078 213	Taunton/Center for Computer Education	3	0						
9200 213	Taunton/Program Management & Design Association	1	1	1	0	1	0	0	100.0%
216	Accounting and Statistical Clerks	7	3	3	0	2	0	1	66.7%
1023 216	Newton/ABCD	3			0				
8156 216	Newton/Sylvania Tech.	1	1	1	0	0	0	1	0.0%
0069 216	Marlboro/Center for Computer Education	2	2	2	0	2	0	0	100.0%

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0070 216	Marlboro/STIP	1							
219	Computing and Account- Recording Occupations	41	31	28	3	21	2	2	92.9%
9020 219	Fitchburg/Mount Wachusett Community College	2	0						
1002 219	Hopedale/Hopedale CETA	12	12	11	0	9	1	1	90.9%
0013 219	Marlboro/Western Suburban YWCA	24	18	16	2	12	1	1	93.8%
1025 219	Marlboro/Control Data Institute	1							
7192 219	Medford/Control Data Institute	1	1	1	1	0	0	0	100.0%
1022 219	Newton/Sylvania Technical School	1							
221	Production Clerks	13	8	8	0	7	0	1	87.5%
0022 221	Taunton/Project COPE	13	8	8	0	7	0	1	87.5%
239	Information and Message Distribution	1							
0011 239	Lawrence/Lawrence Rehabilita- tion Services	1							
252	Sales Occupations, Transportation Services	1	1	1	0	1	0	0	100.0%
0041 252	Hopedale/Travel School of America	1	1	1	0	1	0	0	100.0%
279	Sales Occupations, Miscellaneous Commodities	1	1	1	0	0	0	1	0.0%
9009 279	Marlboro/Keefe Vocational Technical School	1	1	1	0	0	0	1	0.0%

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313	Chefs and Cooks, Hotels and Restaurant	45	17	17	0	11	0	6	64.7%
0037 313	Norwood/Quincy CETA	2	2	2	0	2	0	0	100.0%
0002 313	Quincy/Quincy CETA	18	15	15	0	9	0	6	60.0%
0060 313	Taunton/Johnson & Wales	1	0						
1003 313	Yarmouth/Control Data Institute	24	0						
315	Miscellaneous Cooks, except domestic	79	21	21	0	8	0	13	38.1%
0019 315	Chelsea/Bunker Hill Community College	42	21	21	0	8	0	13	38.1%
1012 315	Lawrence/Correctional Alternatives Center	37							
319	Food and Beverage Preparation Service	2	2	2	0	2	0	0	100.0%
0050 319	Lawrence/Correctional Alternatives Center	2	2	2	0	2	0	0	100.0%
329	Lodging and Related Service Occupations, n.e.c.	85	84	84	0	46	0	38	54.8%
0053 329	Quincy/Quincy Schools	85	84	84	0	46	0	38	54.8%
330	Barbers	3	3	3	1	2	0	0	100.0%
0042 330	Medford/New Style Barber	2	2	2	1	1	0	0	100.0%
0003 330	Fitchburg/Broms Barber School	1	1	1	0	1	0	0	100.0%

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332	Hairdressers and Cosmetologists	15	7	7	2	1	1	3	57.1%
9147 332	Fitchburg/Henris Hair School	3	1	1	0	0	0	1	0.0%
0030 332	Lawrence/Fazios. School	1							
0042 332	Medford/New Style Barber	1	1	1	1	0	0	0	100.0
0068 332	Medford/Mansfield Beauty Academy	1	1	1	0	0	0	1	0.0%
0064 332	Newton/Bojack Academy of Beauty	1	1	1	0	0	1	0	100.0
0020 332	Northampton/Mansfield Beauty Academy	1	0						
1012 332	Northampton/Broms School of Hair Dressing	1	1	1	0	0	0	1	0.0
0054 332	Yarmouth/Labaron Inc.	2	0						
0083 332	Yarmouth/School of Esthetic	1	1	1	0	1	0	0	100.0
0085 332	Yarmouth/Mansfield Beauty Academy	1	1	1	1	0	0	0	100.0
1006 332	Yarmouth/Mansfield Beauty Academy	2	0						
339	Barbering, Cosmetology and Related Service Occupations	1	1	1	0	0	0	1	0.0
9104 339	Yarmouth/Labaron Inc.	1	1	1	0	0	0	1	0.0

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER POSITIVE OTHER TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
335	Attendants, Hospitals and Morgues	4	2	2	1	1	0	0	100.0%
0019 335	Hopedale/Allied Health Services	1	1	1	1	0	0	0	100.0%
1004 335	Hopedale/Allied Health Services	3	1	1	0	1	0	0	100.0%
359	Miscellaneous Personal Service Occupations	5	5	3	0	0	0	3	0.0%
0002 359	Lawrence/Lawrence CETA	5	5	3	0	0	0	3	0.0%
360	Apparel and Furnishings Service Occupations	2	0						
0126 360	Medford/Oak Hill Child Care Center	2	0						
375	Police Officers and Detectives	1	0						
9020 375	Fitchburg/Mount Wachusett Community College	1	0						
382	Janitors	1							
0011 382	Lawrence/Lawrence General Hospital Rehabilitation Services	1							
418	Animal Service Occupations	1	1	1	0	1	0	0	100.0%
1011 418	Chelsea/Pedigree Professional School of Dog Grooming	1	1	1	0	1	0	0	100.0%
420	Dog Grooming	1	1	1	0	0	0	1	0.0%
9107 420	Medford/Pedigree Professional School of Dog Grooming	1	1	1	0	0	0	1	0.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
526	Cooking and Related Occupations	1	1	1	0	0	0	1	0.0%
0011 526	Lawrence/Lawrence Rehabilita- tion Services	1	1	1	0	0	0	1	0.0%
600	Machinist and Related Occupations	168	54	52	3	31	2	16	69.2%
0049 600	Chelsea/Furniture Venture	13	0						
0049 600	Chelsea/PIC Salem	1	1	1	0	1	0	0	100.0%
1002 600	Hopedale/In-House	31							
0024 600	Marlboro/Assabet Valley Vocational School	19	19	19	0	14	0	5	73.7%
1005 600	Marlboro/Keefe Vocational Technical School	29	2	2	0	0	0	2	0.0%
0002 600	Northampton/Northampton CETA	5	4	3	0	3	0	0	100.0%
0002 600	Quincy/Quincy Center	11	11	11	0	4	1	6	45.5%
0002 600	Southbridge/Southbridge SYEP	6	6	5	1	3	0	1	80.0%
0058 600	Southbridge/Boniface	22	0						
1002 600	Southbridge/In-House	12	8	8	2	5	0	1	87.5%
0003 600	Taunton/New Bedford Skills Center	3	1	1	0	1	0	0	100.0%
1009 600	Taunton/New Bedford Skills Center	1	1	1	0	0	1	0	100.0%
1050 600	Taunton/Bristol Plymouth Regional High School	15	1	1	0	0	0	1	0.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
616	Fabricating Machine Occupations	6	6	6	1	1	0	4	33.3%
0002 616	Lawrence/Lawrence CETA	3	3	3	0	0	0	3	0.0%
0042 616	Norwood/Tri-County Regional Vocational School	3	3	3	1	1	0	1	66.7%
620	Motorized Vehicle Engineering Equipment Mechanics and Repairers	47	26	25	4	15	0	6	76.0%
0002 620	Lawrence/Lawrence CETA	32	20	20	4	10	0	6	70.0%
9079 620	Lawrence/ITT Technical School	2	2	2	0	2	0	0	100.0%
0010 620	Northampton/United Technical School	1	1	1	0	1	0	0	100.0%
0016 620	Norwood/R.I. Trade Shops School	1	0						
0003 620	Taunton/New Bedford Skills Center	3	2	1	0	1	0	0	100.0%
0004 620	Taunton/Rhode Island Trade Shops School	5	0						
0012 610	Taunton/ITT Technical Institute	1	0						
1007 620	Taunton/Rhode Island Trade Shops School	1	0						
9005 620	Taunton/Rhode Island Trade Shops School	1	1	1	0	1	0	0	100.0%
621	Aircraft Mechanics and Repairers	1	1	1	0	1	0	0	100.0%
0019 621	Newton/East Coast Aero Technical School	1	1	1	0	1	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
629	Special Industry Machinery Mechanics	21	21	21	1	16	0	4	81.0%
0071 629	Medford/Automation Unlimited	21	21	21	1	16	0	4	81.0%
637	Utilities Service Mechanics and Repairers	5	4	4	0	1	0	3	25.0%
0020 637	Chelsea/Northeast Institute of Industrial Technology	4	4	4	0	1	0	3	25.0%
0067 637	Yarmouth/Northeast Institute of Industrial Technology	1	0						
650	Typesetters and Composers	1	1	1	0	1	0	0	100.0%
0133 650	Medford/EMHRDA	1	1	1	0	1	0	0	100.0%
668	Woodshop Training	1	1	1	0	0	0	1	0.0%
9016 668	Lawrence/Lawrence Rehabilita- tion Services	1	1	1	0	0	0	1	0.0%
699	Miscellaneous Machine Trade Occupations	21	4	4	0	2	0	2	50.0%
1002 699	Quincy/In-House	21	4	4	0	2	0	2	50.0%
706	Metal Unit Assemblers and Adjusters, n.e.c.	1	1	1	0	0	0	1	0.0%
2001 706	Marlboro/In-House	1	1	1	0	0	0	1	0.0%
712	Fabrication and Repair of Surgical, Medical & Dental Instruments	23	4	4	1	1	0	2	50.0%
0140 712	Medford/Middlesex Community College	1	1	1	1	0	0	0	100.0%
0051 712	Quincy/National Orthotic and Prosthetics Corp.	22	3	3	0	1	0	2	33.3%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER/TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
716	Fabrication and Repair of Engineering and Scientific Instruments	2							
0091 716	Newton/New England Institute of Industrial Technology	2							
722	Assembly and Repair of Communication Equipment	38	24	22	0	13	0	9	59.1%
0004 722	Norwood/Sylvania Technical School	38	24	22	0	13	0	9	59.1%
723	Assembly and Repair of Electrical Appliances	1	1	1	0	0	0	1	0.0%
9086 723	Marlboro/Control Data Institute	1	1	1	0	0	0	1	0.0%
726	Assembly and Repair of Electronic Components	184	49	48	16	12	0	20	58.3%
0002 726	Chelsea/Winthrop Community Development	16	16	16	16	0	0	0	100.0%
1002 726	Chelsea/Furniture Venture	16	4	4	0	0	0	4	0.0%
1008 726	Chelsea/RETS School of Electronics	1	0						
1021 726	Chelsea/Bunker Hill Community College	13	0						
0043 726	Hopedale/Valley Technical School	14	13	13	0	8	0	5	61.5%
1008 726	Hopedale/Balckstone Valley Regional Voc. High School	16							
1014 726	Hopedale/Blackstone Valley Regional Voc. High School	13							
0002 726	Lawrence/Lawrence CETA	4	3	2	0	1	0	1	50.0%
0004 726	Medford/Sylvania Technical School	2	2	2	0	2	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
1029 726	Medford/Bunker Hill Community College	13	0						
0059 726	Newton/RETS Electronic School	1							
0092 726	Newton/Middlesex Community College	52	10	10	0	0	0	10	0.0%
1009 726	Northampton/Hampden Skills Center	1	1	1	0	1	0	0	100.0%
0005 726	Quincy	22	0						
729	Assembly and Repair of Electrical Equipment	24	18	18	14	0	0	4	77.8%
0002 729	Lawrence/Lawrence CETA	24	18	18	14	0	0	4	77.8%
1027 729	Newton/New England Institute of Technology	1			0				
782	Hand Sewers, Menders, Embroiders and Knitters	2	2	2	0	2	0	0	100.0%
0004 782	Northampton/Lamb to Loom	2	2	2	0	2	0	0	100.0%
785	Tailors and Dressmakers	1	1	1	0	1	0	0	100.0%
0049 785	Hopedale	1	1	1	0	1	0	0	100.0%
805	Boilermakers	1	0						
1043 805	Yarmouth/New England Fuel Institute	1	0						
807	Body Workers, Transportation Equipment	6	5	4	0	1	0	3	25.0%
0016 807	Norwood/Rhode Island Trade Shops School	2	2	2	0	1	0	1	50.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER-TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
0004 807	Taunton/Rhode Island Trade Shops School	1	0						
0002 807	Yarmouth/Yarmouth CETA	3	3	2	0	0	0	2	0.0%
809	Miscellaneous Occupations in Metal Fabricating, n.e.c.	1							
1036 809	Newton/Triangle Training	1							
810	Arc Welders and Cutters	4	1	1	0	1	0	0	100.0%
0003 810	Taunton/New Bedford Skills Center	2	0						
1009 810	Taunton/New Bedford Skills Center	1	1	1	0	1	0	0	100.0%
9011 810	Taunton/New Bedford Skills Center	1	0						
819	Welders, Cutters and Related Occupations	60	1	1	0	0	0	1	0.0%
1009 819	Lawrence/Lawrence General Hospital Rehabilitation Serv.	60	1	1	0	0	0	1	0.0%
821	Assembly, Installation and Repair of Transmission	1	0						
0054 821	Taunton/New England Fuel Institute	1	0						
823	Assembly and Repair of Electronic Equipment	1	1	1	0	1	0	0	100.0%
0023 823	Yarmouth/Sylvania Technical School	1	1	1	0	1	0	0	100.0%
827	Assembly and Repair of Large Household Appliances	10	2	2	0	1	0	1	50.0%
0024 827	Norwood/New England Institute of Industrial Technology	8	1	1	0	1	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
0025 827	Taunton/Northeast Institute of Industrial Technology	2	1	1	0	0	0	1	0.0%
828	Fabrication and Repair of Electrical and Electronic Products	469	175	173	8	122	1	42	75.7%
0042 828	Chelsea/PIC Medford	2	1	1	0	1	0	0	100.0%
0002 828	Hopedale/Hopedale CETA	19	9	9	0	9	0	0	100.0%
0045 828	Hopedale/Quinsigamond Community College	11	0						
0002 828	Lawrence/Lawrence CETA	22	16	16	0	15	0	1	93.8%
0003 828	Lawrence/Lawrence CETA	3	2	2	0	1	0	1	50.0%
0002 828	Marlboro/In-House	76	63	63	0	45	0	18	71.4%
1002 828	Marlboro/In-House	84	0						
1261 828	Marlboro/Hopedale Skills Center	47	0						
1286 828	Marlboro/Hopedale Skills Center	4	0						
0002 828	Medford/In-House	52	19	19	1	13	0	5	73.7%
0004 828	Medford/Sylvania Tech.	24	15	15	0	12	0	3	80.0%
0011 828	Medford/Center for Computer Education	30	24	24	0	16	1	7	70.8%
1022 828	Medford/Sylvania Tech.	14	1	1	0	0	0	1	0.0%
1081 828	Medford/Medford Skills Center	20	4	4	4	0	0	0	100.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTER-TITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
0030 828	Newton/Sylvania Technical School	5	4	3	1	2	0	0	100.0%
1028 828	Newton/Newton Public School	1							
0004 828	Norwood/Sylvania Technical School	1	1	1	0	1	0	0	100.0%
0025 828	Norwood/Control Data Institute	4	0						
1003 828	Norwood/Sylvania Technical School	16	3	3	1	1	0	1	66.7%
0003 828	Taunton/New Bedford Skills Center	3	2	1	0	0	0	1	0.0%
0013 828	Taunton/Control Data Institute	9	5	5	0	4	0	1	80.0%
0014 828	Taunton/Rhode Island Trade Shops School	1	0						
0035 828	Taunton/Sylvania Technical School	7	1	1	0	0	0	1	0.0%
0066 828	Taunton/Sylvania Technical School	3	1	1	0	0	0	1	0.0%
9190 828	Taunton/Eleanor Roberts Institute	1	0						
0023 828	Yarmouth/Sylvania Technical School	1	1	1	0	1	0	0	100.0%
0067 828	Yarmouth/Northeast Institute of Industrial Technology	1	0						
0092 828	Yarmouth/Control Data Institute	1	1	1	0	1	0	0	100.0%
0102 828	Yarmouth/Sylvania Systems Group	2	2	2	1	0	0	1	50.0%
1005 828	Yarmouth/Northeast Institute of Industrial Technology	1	0						

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
1016 828	Yarmouth/Sylvania Systems Group	4	0						
829	Occupations in Installation and Repair of Electrical Products, n.e.c.	4	3	3	0	1	0	2	33.3%
9001 829	Lawrence/Lawrence CETA	2	2	2	0	1	0	1	50.0%
0092 829	Newton/Middlesex Community College	1	0						
0002 829	Yarmouth/Yarmouth CETA	1	1	1	0	0	0	1	0.0%
849	Painting, Plastering, Water- proofing, Cementing, and Related Occupations, n.e.c.	2	0						
1016 849	Fitchburg/WICP	2	0						
859	Excavating, Grading, Paving, and Related Occupations	23	3	3	0	0	0	3	0.0%
1016 859	Lawrence/Methuen Construc- tion	23	3	3	0	0	0	3	0.0%
860	Carpenters and Related Occupations	10	6	6	0	0	0	6	0.0%
0002 860	Lawrence/Lawrence CETA	10	6	6	0	0	0	6	0.0%
869	Miscellaneous Construction Occupations, n.e.c.	61	16	16	0	11	0	5	68.8%
1019 869	Chelsea/Women In Construc- tion	3	3	3	0	0	0	3	0.0%
0054	Lawrence/Jobs Inc.	4							
1028 869	Lawrence/WICP	14	4	4	0	3	0	1	75.0%

DOT CODE	OCCUPATIONAL AREA SUBGRANTEE/CONTRACTOR	NUMBER SERVED	NUMBER LEAVING CONTRACT	NUMBER LEAVING TITLE	NUMBER INTERTITLE TRANSFERS	NUMBER ENTERING EMPLOYMENT	NUMBER OTHER POSITIVE TERMINATIONS	NUMBER OTHER TERMINATIONS	POSITIVE TERMINATION RATE
1031 869	Marlboro/WICP	4	2	2	0	2	0	0	100.0%
1028 869	Medford/WICP	4	4	4	0	4	0	0	100.0%
1011 869	Northampton/WICP	20	0						
0034 869	Norwood/Jobs Inc.	1	1	1	0	1	0	0	100.0%
0046 869	Norwood/New England Fuel Institute	1	1	1	0	0	0	1	0.0%
1021 869	Quincy/Jobs Inc.	6	0						
1021 869	Southbridge/Jobs Inc.	2	1	1	0	1	0	0	100.0%
1025 869	Yarmouth/WICP	2	0						
904	Trailer-Truck Drivers	3	2	2	0	2	0	0	100.0%
0042 904	Hopedale/Nationwide Tractor Trailer	1	1	1	0	1	0	0	100.0%
1007 904	Hopedale/Nationwide Tractor Trailer	1	1	1	0	1	0	0	100.0%
1011 904	Hopedale/Allied Tractor Trailer	1							
913	Passenger Transportation Occupations, n.e.c.	1	1	1	0	0	0	1	0.0%
0051 913	Lawrence/Trombly Motor	1	1	1	0	0	0	1	0.0%
973	Hand Compositors, Type- setters, and Related Occupa- tions n.e.c.	8	4	3	0	1	0	2	33.3%
0002 973	Lawrence/Lawrence CETA	8	4	3	0	1	0	2	33.3%
979	Occupations in Graphic Art Work n.e.c.	1	1	1	0	0	0	1	0.0%
0014 979	Northampton/Hampden Skills Center	1	1	1	0	0	0	1	0.0%

B 2.e. Major Program Changes by Title

<u>Description of Major Program Changes</u>	<u>Title</u>
<u>Job Development and Placement Activities</u>	IIABC and VII

The Prime Sponsor in FY '82 will increase the emphasis to job development and placement activities. The major functions of JDP include: 1) assessment of client employability; 2) job solicitation; 3) referrals; 4) follow-up; and 5) monitoring. The major objectives of JDP are as follows: 1) To secure placements in high demand occupations; 2) to develop linkages with private sector employers to ensure placement of participants; 3) to increase the use of local labor market information; 4) to increase the number of direct placements; and 5) to reduce the cost per placement.

Subgrantees are expected to make greater utilization of job development for CETA eligibles who are not in need of other types of CETA training. Depending on the manner in which these services are provided, they may or may not be considered a CETA activity, and therefore may result in either an "indirect" or a "direct" placement. Clarification of the circumstances determining whether Job Development should be considered a program activity is required.

<u>Performance Standards</u>	II ABC
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As part of the FY '82 planning process, the Prime Sponsor has established performance standards. These standards are described in the Prime Sponsor's Annual Plan, and the Prime Sponsor's planned performance will be consistent with the standards. In addition, the standards will be used when reviewing Sub-grantee plans. No plan will be approved which does not reflect the required levels of performance.

The standard differ from those used last year in two ways:

- (1) They are to be applied to title level performance only; and
- (2) All subgrantees are to meet (or exceed) the standard without exception and irregardless of prior performance.

The standards are based upon measurements of outcomes and costs and are as follows:

- (1) A positive termination rate of 80% (or more);*
- (2) A cost per positive termination of \$4,000 (or less);
- (3) An entered employment rate of 65% (or more);*
- (4) A cost per entered employment of \$5,000 (or less).

*Both rates are computed as a percent of total terminations including transfers.

Greater Use of In-House Facilities

II ABC

The Prime Sponsor in FY '82 has mandated that subgrantees make greater use of in-house facilities. This specifically pertains to more efficient use of in-house skills training centers and other in-house functions that have proven to be more cost efficient than contracting with a service provider. The major objectives are as follows: 1) to strengthen the existing service delivery system; and 2) to provide for more efficient use of existing resources.

Reconfiguration

(All Titles)

Due to the reduction in CETA funds and/or local political decisions, the prime sponsor has restructured its service delivery system. The Balance of State Prime Sponsor will consist of twelve subgrantees as follows:

Chelsea
Greenfield/Northampton
Fitchburg
Hopedale
Lawrence
Marlboro
Medford
Norwood
Quincy
Southbridge
Taunton/Attleboro/Plymouth
Yarmouth

PIC Staff Arrangements

VII

Refer to Section I.c.ii. of the Prime Sponsor FY '82 Title VII plan.

B.3. Approach

B.3.a.i. Proposed Annual Plan of Services to Significant Segments in Prime Sponsor Area

Demographic Groups		Estimated percent distrib. of persons eligible for II-B and VII	Percent distrib. of persons planned to be served in II-B	Percent distrib. of persons planned to be served in VII	Percent distrib. of persons planned to be served in II-C programs	Estimated percentage distribution of persons eligible for SYEP	Percentage distribution of persons planned to be served in SYEP
Sex	Male	42	45	50	50	50	50
	Female	58	55	50	50	50	50
	14 - 15	0	2	0	0	25.4	37.5
	16 - 19 (19 & under)	8	23	21	16	54.6	57.5
Age	20 - 21	12	5	1	8	20.0	5.0
	22 - 44	62	61	47	58	N/A	N/A
	45 - 54	10	6	14	11	N/A	N/A
	55 & over	8	3	7	7	N/A	N/A
Race/ Ethnic Group	White (non-Hispanic)	89	83	80	80	87.0	82
	Black (non-Hispanic)	4.0	5	5	5	5.0	6
	Hispanic	6.0	10.0	14	14	7.0	10
	American Indian or Alaskan Native	Less than 1	1	0.5	0.5	0.2	1
	Asian or Pacific Islander	Less than 1	1	0.5	0.5	0.8	1

3.a.ii. Service to Significant Segments

The plan of service to significant segments proposed by this Prime Sponsor in many cases differs from the eligibility distribution. The reasons for this include the following rationales:

- 1) The effort to direct diminishing program dollars to service the population with greater need.
- 2) A continued concentration on serving identified target groups, which will partially skew the distribution of service.
- 3) The potential refusal of service by those who in fact are eligible, but have no desire to participate in CETA.
- 4) A greater emphasis on placement activities by the Prime Sponsor, in some cases, drawing from those more job ready, than those greatest need. (This will adjust in time.)

Thus the variation from eligibility to planned service levels represents an effort by the Prime Sponsor and its Subgrantees to allot greater resources to key target groups in the eligible population, providing more effective use of limited CETA funding.

3.b.i. Target Program Activities

The attached chart illustrates the program activities and services provided to target groups. As discussed previously, the Balance of State has decided to focus its service more narrowly on these target groups. Additional information on service to these groups is provided in the discussion on specific programs. Beyond the broad services listed on the chart, other services are provided on an as needed basis. These include: drug and alcohol counseling, educational and occupational training tools and materials and psychological counseling.

3.b. Targeting Program Activities and Services

The following chart outlines the specific activities and services that are planned for various groups in the population who are experiencing severe handicaps in obtaining employment:

	Manpower Services*	Supportive Services**	Basic Education	English as a Second Language	Individual Referral	Occupational Training	On the Job Training	In school Work Experience	Other Work Experience
Disabled & Vietnam Era Veterans	X	X			X	X	X		
Public Assistance Recipients	X	X	X		X	X	X	X	X
Youth	X	X	X		X	X	X	X	X
Older Workers	X	X			X	X	X		
Offenders	X	X			X	X	X	X	X
Displaced Homemakers	X	X			X	X	X		X
Women	X	X			X	X	X		
Handicapped Persons	X	X			X	X	X		X
Single Parents	X	X			X	X	X		
Those who lack credentials	X	X	X		X	X	X	X	X
Those who require basic and remedial skill development	X	X	X		X	X	X	X	X
Limited English SpeakingX		X	X	X	X	X	X		

*Manpower Services include:

- Intake
- Outreach
- Orientation
- Employability Assessment
- Job Development
- Job Search Assistance
- Job Referral and Placement
- Counseling

**Supportive Services include:

- Health and Medical
- Child Care
- Transportation
- Temporary Shelter
- Assistance in Securing Bonds
- Family Planning
- Legal Services
- Financial Counseling
- Post Termination Services

3.b.ii. Participation of Veterans within the Prime Sponsor's CETA Program

The Balance of State Prime Sponsor will continue to list disabled and Vietnam-era veterans as a key target group within its overall CETA effort during FY'82. Subgrantees will be encouraged to develop models of service delivery tailored specifically to veteran needs.

First, review of monitoring data pinpoints deficiencies in CETA service delivery to veterans. Second, analysis of the veteran population at the subgrantee level produces a composite picture of veteran needs and the barriers to full employment in the private sector faced by CETA-eligible veterans. This data is used as the basis upon which service delivery design takes place. Subgrantees are encouraged to develop their own modes of service delivery to veterans based upon the conditions existing within each individual consortium.

Recognizing the fact that veterans often leave the service with a higher skill level than other target groups, the Prime Sponsor will encourage the subgrantees to design special apprenticeship or OJT programs for veterans. In the case of the former, this may prove difficult, as the Veteran's Administration operates an apprenticeship program of its own. Still, the apprenticeship/OJT option is believed to be the best method of entry into unsubsidized employment for the skilled veteran who becomes a CETA participant.

The Prime Sponsor will also aid non-eligible veterans by means of a referral service to other agencies. Referral will be done at the subgrantee level by means of the linkages with local veterans' service agencies and veterans' social organizations.

Fort Devens is the major military center for Region I. Thousands of New England soldiers are mustered out of uniform at this post each year. The subgrantee in which Fort Devens is located maintains a contact person on the post. This person refers eligible veterans to Intake, with emphasis upon Viet-era and disabled veterans. The contact person is aware of all CETA opportunities available within the subgrantee. S/he is also aware of changing CETA regulations with regard to veterans and can give veteran valuable information about the CETA program in his home town.

Another subgrantee plans to refer veterans to the state Division of Employment Security (DES) for inclusion in the OJT program. This subgrantee will review their active/inactive file in order to find more veterans for the program. There are close linkages with the Veteran's Administration within this consortium, and this subgrantee maintains an active interest in veteran's affairs by means of RFP's, letter's, telephone calls and attendance at veteran service agency meetings.

There are DES offices within each of the subgrantees of the Balance of State region. Each DES office contains a veteran's representative, who maintains contact with federal veteran service agencies. One subgrantee has a unique approach to veteran outreach that the Prime Sponsor hopes to implement on a regionwide basis in coming years. This subgrantee advocates close contact with veterans' social organizations such as the American Legion and the Veterans of Foreign Wars. This contact supplements the existing linkages with the DES veteran's representative and the veteran service agencies. This approach ensures that CETA reaches veterans who are not found within the traditional framework of the veteran's service network.

The Prime Sponsor will participate in special efforts to help veterans secure the employment and training needed to expedite their entry into the unsubsidized private sector job market.

The Prime Sponsor maintains a liaison in the State Department of Apprenticeship Training (DAT) in order to facilitate coordination between that agency and CETA. DAT places its field personnel in Division of Employment Security (DES) offices throughout the Commonwealth. Their function is to establish apprenticeship training positions in industry and to fill those positions with appropriate clients. The Prime Sponsor utilizes this resource for the referral of veterans who express an interest in apprenticeship training.

Subgrantees have a quarterly monitoring procedure to ensure that veteran service goals are being met. Plan modifications with reference to veteran service are based upon this monitoring data. In addition, one subgrantee will expand its outreach to veterans by a variety of new means. Veteran representatives within the consortium will be supplied with the subgrantee's monthly CETA newsletter. This will keep them abreast of any changes in the program relating to veterans. Veteran service agencies will be invited to help the subgrantee coordinate referral activities.

Outreach will be the key method by which the Prime Sponsor continues its efforts to maintain and increase the participation of disabled and Vietnam-era veterans in employment and training activities. More aggressive outreach to veterans at the subgrantee level, including contacts with veterans organizations and the agencies serving veterans, will make this group more aware of the services the program has to offer. Some of these outreach methods have been covered in the Prime Sponsor's Master Plan. To be specific, the Prime Sponsor has developed a list of 18 suggested outreach enhancement activities that will be made available to subgrantees on a technical assistance basis. Some of the methods that would improve outreach to veterans at the local level include: (1) public presentations to veteran's group, (2) frequent ads in newspapers, radio and television, (3) membership in community social service agencies, (4) CETA outreach personnel in attendance at meetings of veterans' agencies and (5) routine mailing of CETA documents, news releases, population studies and manpower-related issues to local veterans' associations such as the VFW, DAW, American Legion, etc.

After outreach has identified eligible veterans and indicated to them the availability of employment and training activities, veterans are given a priority among eligible applicants in the Intake and Eligibility determination process.

The Prime Sponsor will attempt to ensure that subgrantees, when preparing special OJT programs for veterans, notify the veteran's representative in each of the consortium municipalities so that they may refer their clients to CETA.

Finally, the Prime Sponsor will encourage subgrantees to conduct on-site outreach seminars at the Veteran's Administration Hospital within reasonable commuting distance of the subgrantee. The purpose of these seminars is to make disabled veterans aware of the opportunities for employment-enhancement training that are provided by CETA.

3.c. Summary of How Activities Will Contribute to Goals

The Prime Sponsor will operate, through a subgrantee system, a comprehensive array of employment and training activities and services designed to enhance the employability of participants and ultimately lead to their placement and retention in private sector jobs at self-supporting wage levels.

These goals, in turn, can be translated into occupational development, upward mobility, the development of new careers, and for women in particular, attempt to overcome sex stereotyping.

Title IIB

The focus of Title IIB programs is to serve the least job-ready participants through a progression of program activities that will lead to job readiness and job placements. For these participants, many of whom are either new entrants in the labor market, or who have had little or no success in obtaining self-sufficient employment, the focus is upon providing work experience where no familiarity with the working environment exists, and to provide basic education or ESL where these fundamental requirements for job readiness are lacking.

However, this Prime Sponsor will institute a policy that will expand classroom training and OJT for individuals who are ready for these activities. The Prime Sponsor feels that these programs will be most beneficial in meeting goals of both service and performance.

The cornerstone of Title IIB programming is the EDP, which assesses the participant's employment and training needs, plots a course of action for meeting those needs, and tracks the progress of the participant in his movement toward fulfilling those needs.

For many participants in IIB, who are new or re-entrants to the labor market, initial assessment may determine that lack of familiarity with the working environment and lack of work habits are major barriers to employment.

For these clients, work experience, either a separate activity, or in combination with Adult Basic Education, GED preparation or English as a Second Language, is the most appropriate activity of enrollment. Title IIB provides the following activities:

Adult Work Experience (AWE)

Participants are placed in non-profit and public agencies. Job sites are selected for their ability to offer a meaningful work situation, and to provide appropriate supervision which emphasizes the necessity of good work habits, such as punctuality, appearance, conduct, relationships and effort. AWE is targeted at adults who have never been employed or who are re-entering the work force after extended periods of unemployment, and its goal is to establish a work record and overcome poor work habits. Clients in this activity are continually reassessed to determine whether they should remain in the AWE, be directed to educational opportunities, be placed in another CETA activity, or be placed. AWE can serve as a single activity for clients who are employable after a brief re-introduction to the labor force, or it can be an activity within a program mix which supplies other skills to the participant.

Youth Work Experience, Out-of-School, (YWE/O/S)

The YWE O/S program is designed to serve high school drop-outs and other out-of-school youth, between the ages of 16 through 16 through 21. It is common for persons who participate in this program to concurrently pursue a GED or ABE program to ensure that a high school equivalent educational level is obtained. In addition, YWE O/S program also provides career assessment and education workshops and tours to expose out-of-school youth to local education and job opportunities. As stated, YWE O/S is frequently linked with the classroom training component (ABE) or individual referral to a GED course, and may be consecutively coordinated with other manpower activities and services.

For clients in both AWE and YWE O/S, participation in the activity will not exceed 1,000 hours in one fiscal year, and clients enrolled in these activities will be transferred to other placement oriented training as soon as assessment indicates that they are prepared to enter these activities or terminated for job placement.

Adult Basic Education, GED

ABE/GED is a classroom training program which addresses the literacy deficiencies of clients through instruction in basic mathematics and language skills which are required in most entry-level jobs. ABE/GED is normally the initial activity in a program mix and often leads to other components that provide occupational training or experience in addition to basic education.

Bi-lingual ABE is targeted at clients who are functionally illiterate in their native tongue, and accomplishes the dual role of providing basic education and acquainting the participant the English language.

English as a Second Language (ESL)

ESL is targeted at individuals with limited English communication ability who are literate in their native language. It teaches basic communication skills in a classroom setting with emphasis on practical conversation, reading

and writing ability. This activity may exist as an individual component for persons who have marketable skills, or may be one component in a program mix which overcomes several barriers to employment. ESL is most appropriate for Hispanics, minorities, and persons of limited English speaking abilities, and is offered to individuals whose native language is anything other than English, including, but not limited to, Greek, Spanish, Portuguese and Russian.

Skills Training (ST)

The purpose of skills training is to provide a skill which is in demand in the labor market. This is accomplished through classroom instruction, "hands on" participation, or a combination of the two methods. Occupations for training are selected by an analysis of labor market demand, wage and training level, and applicability of CETA clients and CETA-type training programs. ST is frequently either the only component or last component for client participation with extensive linkage to industry and subsequent job development and placement. In many cases, career clusters are identified and skill level training is graduated to encourage upward mobility of clients.

A principal focus in skills training is that of providing marketable skills to women in non-traditional occupations, such as computer, electronics, and machinist fields. In addition, efforts are being made to train and place women in some fields, such as culinary and cooking professions, in which women have traditionally obtained employment. In such programs, the objective is to provide training that is intensive enough to place participants at higher, traditionally male-dominated levels within the occupational field.

Individual Referral (IR)

For specialized client needs, such as training in an occupation not provided by regular CETA activities, referral of clients to an education institution or training agency may occur. The criteria for IR involve the justification of labor market demand for the skills, appropriateness of the candidate, and the economic feasibility of IR versus a fully enrolled skills training program. IR can serve as a single activity, or it can be supplement to other activities and services, depending on the level of client and the scope of the skill received.

IR may offer the best opportunities to some participants to receive training in new occupational areas. It is widely used in two subgrantees (Newton and Northampton) to train clients in non-traditional occupations by means of specially-tailored programs that are otherwise unavailable.

On-the-Job Training (OJT)

OJT involves the establishment of apprenticeship-like training with private industry in which CETA reimburses the employer a portion of training expenses on systematic training in an occupation which is in demand in the labor market.

The Balance of State is increasing the emphasis on OJT training in high technology/high skill fields. Subgrantees are encouraged to allocate a greater proportion of OJT slots to target groups, such as minorities AFDC recipients, and female heads of household, that have traditionally been excluded by employers from employment opportunities in these fields. Because of the hire-first principle, OJT offers good opportunities for these target groups to enter into such fields.

3.h. Discretionary Funding

As discretionary funding becomes available, the Prime Sponsor may elect to apply for appropriate program funds, through both Central Office application, and/or through the Subgrantee structure directly.

C. TITLE II, PARTS B AND C, PROGRAM

Subpart C. Annual Plan Subpart for Title IIB Program

C.I.a.i. Performance and Placement Goals

I. INTRODUCTION:

The upcoming fiscal year will be one of almost unprecedented change in the BOS. The loss of PSE, a major programmatic focus and source of funds in years past, will cause significant dislocations in the manner in which we provide CETA services to the cities and towns within the Prime Sponsor. Further cuts in funds from other titles, the loss of youth funding, and the need to reconfigure the Prime Sponsor will also contribute to an unsettling year. It will be a time of uncertainty and frustration, and it may often appear that the effort required to simply continue is not justified by the results.

Continued change of this type and magnitude, which has plagued the progress of the CETA program will have its negative impact; but we must not allow it to distract us from our commitment to continued emphasis on increasing the quality and efficiency of the CETA program.

The short history of the BOS Massachusetts Prime Sponsor has demonstrated a consistent effort devoted to building a capacity for the delivery of an effective employment and training program, and this effort has resulted in real progress over the years. We have built systems: systems for planning, systems for management, and systems for compliance. We have built the facilities, expertise, and networks of community relations necessary for the delivery of services. Particularly with respect to skills training, an activity that has become the core of the program, we have developed our ability to respond simultaneously to the needs of our economy and to those of the economically disadvantaged. And finally, we have built a capacity to effectively bring the program to the people. In this category we include both the CETA participant and the employer between whom it is our responsibility to effect a match.

In fiscal year 1982, we must thoroughly exploit capabilities built-up in past years and utilize those new resources allocated to us to provide the highest level of CETA services to the disadvantaged and, through our economic impact, to the community at large.

II. EMPHASIS:

THE OVER-RIDING AND PARAMOUNT EMPHASIS OF THE CETA PROGRAM NEXT YEAR WILL BE UPON EFFICIENTLY AND EFFECTIVELY PLACING THE DISADVANTAGED INTO UNSUBSIDIZED EMPLOYMENT.

We must be very clear about the importance of these goals. Too often in the past, means have functioned as ends. The process of creating training capability, in all that it entails, has been given great attention. These activities are necessary and we have done them well. However, their value can only be measured by their product. Simply put, CETA's only product, and the only end to which our activities are directed, is the enhancement of the earnings and employment potential of our clientele. And that product will hence forth be viewed as worthwhile to the extent that it can be obtained at a reasonable cost.

For these, and a number of other reasons, we are proposing this year to set no other standards than those relating directly to placement performance. Positive Termination and Entered Employment rates as well as Cost per Positive Termination and Cost per Entered Employment are specified as minimum levels of acceptable planned performance at the title level which will be applied equally to all Subgrantees. In so doing, we have stated the "bottom line," while avoiding specific program management policies which may or may not pertain to any given area of the state.

Because the only fixed standards for FY'82 relate to these four outcome measures, it is critically important that they be adhered to in all Subgrantees. Therefore, it should be stated at the outset that no Subgrantee plan will be approved that is not in conformance with them.

The performance standards differ from those used last year, in two ways:

1. They are applied to title level performance only; and
2. All subgrantees are to meet (or exceed) the standard without exception and irregardless of prior performance.

The performance standards are based on measurable outcomes, and costs, and are as follows:

1. A positive termination rate of 80% (or more).*
2. A cost per positive termination of \$4,000 (or less).*
3. An entered employment rate of 65% (or more).*
4. A cost per entered employment of \$5,000 (or less).
5. Average wage, unsubsidized placement, \$4.95 (or more).

*Both rates are computed as a percent of total terminations including transfers.

Indirect placements are not included. Therefore, direct placement activities may be used to counterbalance more expensive programs with lower positive outcome rates.

The planning assumptions on which these indicators are based are:

1. A \$2,200 cost per participant.
2. A 70% termination rate.
3. A 80% positive termination rate.
4. A 65% entered employment rate.

According to the BIS, the Title IIB NOA is \$15,339,000 with no carry-in planned for FY'82. Administrative pool contributions will be \$3,834,750 which leaves \$11,504,250 total Title IIB program funds available.

Carried forward, the following Prime Sponsor Title IIB performance standards are derived:

1. \$11,504,250 total available ÷ \$2,200 = 5,229 to be served.
2. 5229 x 70% total termination rate = 3,660 total terminations.
3. 3660 x 80% positive term. rate = 2,928 number of positive terminations.
4. \$11,504,250 total available ÷ 2928 = \$3,929. cost per positive term.
5. 3660 x 65% ent. emp. rate = 2379 number entered employments.
6. \$11,504,250 total available ÷ 2379 = \$4,836 cost per entered employment.

C.I.A.ii

Secretary's Performance Standards

The CETA Performance Review Guide enables the monitor to identify the common operational problems which may be prohibiting the achievement of desirable program performance. The questions set out in the Guide focus on whether the subgrantee is meeting planned performance for program input, program output and program expenditures. This encompasses the basic questions for data review and data analysis for all program activities.

This prime sponsor has encountered problems in assessing its own performance primarily because of late and incomplete reporting by subgrantees. Problematic, reporting affects some performance indicators more than it does others. Entered employment rates, positive termination rates, rates of service to different groups, and negative termination rates are fairly reliable because the prime sponsor does have sufficient client forms for any given period so that there is usually a statistically reliable sample. However, because the cost indicators are based upon the number of persons who enter employment, who are served or who terminate in a positive manner divided into total expenditures, these indicators are affected by reporting problems. The Prime Sponsor has found that the cost indicators generally decline by 10% when recomputed to include an additional month of late client forms.

The monthly program activity MIS validation is accomplished primarily by subgrantee staff with support from the Central Office. Following the first MIS weekly update of each month, subgrantees are provided an alphabetical listing of current clients by program activity. The listing is used to verify the status of current clients by program activity. The listing is used to verify the status of clients who are listed as currently enrolled in specific activity, or to correct the status of clients receiving services under the activity but missing from the listing. The verifications and corrections are documented by validation control lists.

The activity to be validated each month and the source of verification data are determined by subgrantee management. The validation listings are signed off by the manager of the validated program. Subgrantees are allowed a minimum of 2 weeks to complete each validation; the Central Office has a minimum of 1 week to review subgrantee submissions. The completed validation is reflected in the listing produced for the next monthly validation, ensuring an on-going process.

In addition to taking steps to improve the accuracy of the data used in monitoring and evaluating subgrantee performance, the Prime Sponsor has adopted a team approach to monitoring. This approach constitutes a major change from past monitoring efforts which were the responsibility of the Operations Unit with limited support from other staff. The regional teams have developed into an effective means of monitoring as well as providing technical assistance to subgrantees. A monitoring manual has been prepared which describes the responsibilities of each team member.

The regional team approach to monitoring has the advantage of involving specialists from all programmatic areas in the monitoring process. Each operational unit within the Central Office has representatives on the regional teams. The teams are standing groups with the same individuals remaining on each team (unless staffing changes occur), thus ensuring that team members are knowledgeable about the subgrantees in their region. The team of program specialists is coordinated by the regional Chief Supervisor. Regional coordinators (who continue to have primary responsibility for subgrantees) are members of their subgrantee's monitoring team.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration			
CETA TITLE II B/C PERFORMANCE REVIEW AND APPROVAL WORKSHEET			
C. GRANT PERIOD		D. TYPE OF REVIEW	DATE
FY '82		<input checked="" type="checkbox"/> Plan <input type="checkbox"/> Modification	Calculated Approved
A. PRIME SPONSOR'S NAME		B. GRANT NUMBER	
Massachusetts Balance of State		9-25-057-10	
E. PERFORMANCE MEASURE			
D. Cost Per Entered Employment			

F. LOCAL FACTORS	G. SPONSOR PLAN- NED VALUES	H. NATL. AVG. FACTOR VALUES	I. DIFFERENCE (G minus H)	J. WEIGHTS ¹	K. EFFECT OF LOCAL FACTOR ON PERFORM- ANCE ADJUSTMENT ² (J times I)
% Female	55.0	53.9	+1.1	+ 10.73	+11.80
% 14-15 years	2.0	6.5	-4.5	+ 18.17	-81.77
% 16-19 years	23.0	26.9	-3.9	+ 10.89	-42.47
% 45-54 years	6.0	4.0	+2.0	- 02.66	-165.32
% 55 years +up	3.0	2.4	+ .6	- 32.94	-19.74
% Black	4.0	29.9	-25.9	+ 4.65	-120.44
% Hispanic	8.0	9.7	- .7	- 17.90	+12.53
% Other Minority	5.0	4.5	+ .5	- 20.82	-10.41
% AFDC	30.0	21.6	+8.4	- 2.67	-22.43
% OJT	15.0	11.3	+3.7	- 49.29	-182.37
% Classroom Training/Skills	50.0	34.0	+16.0	+ 14.13	+226.08
% Classroom Training/Other	20.0	16.6	+3.4	+ 10.31	+35.05
Average Length of Stay	6.0	6.0	0.0	+532.09	0.0
Unemployment Rate	5.6	7.0	-1.4	+498.67	-698.14
Employment Growth Rate	1.0	-.38	+1.22	- 21.98	-26.82
Quit Rate	1.6	1.7	- .10	-333.49	+33.35
TOTAL					(-) 1040.69

L. NATIONAL AVERAGE PERFORMANCE LEVEL	\$7,269.05*	O. PERFORMANCE BENCHMARK	\$ 7,162.61
M. PREDICTED PERFORMANCE LEVEL	\$ 6,228.36	N. FY '81 ACTUAL 2nd Quarter	\$6,216.00
N. PERFORMANCE RANGE ADJUSTMENT FACTOR	(U) 15%	S. FY '80 ACTUAL	\$9,647.28
O. PERFORMANCE RANGE ADJUSTMENT	+ \$ 934.25	T. FY '82 PLANNED PERFORMANCE LEVEL	\$4,836.00
P. PLANNED EXPECTED PERFORMANCE RANGE	Lower	U. APPROVED PLANNED PERFORMANCE LEVEL	
	Upper	V. NEGOTIATED VARIANCE	

*Adjusted for estimated inflation.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration		A. PRIME SPONSOR'S NAME Massachusetts Balance of State		B. GRANT NUMBER 9-25-057-10
CETA TITLE II B/C PERFORMANCE REVIEW AND APPROVAL WORKSHEET				
C. GRANT PERIOD FY82.....	D. TYPE OF REVIEW <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Modification	DATE Calculated Approved		
E. PERFORMANCE MEASURE A. Entered Employment Rate				

F. LOCAL FACTORS 1.	G. SPONSOR PLANNED VALUES	H. NATL. AVG. FACTOR VALUES	I. DIFFERENCE (G minus H)	J. WEIGHTS	K. EFFECT OF LOCAL FACTOR ON PERFORMANCE EXPECTATIONS (J times I)
8 Female	55.0	53.9	-1.1	.00	-1.1
8 14-15 years	2.0	6.5	-4.5	-.29	+1.31
8 16-19 years	23.0	26.9	-3.9	-.30	+1.17
8 45-54 years	6.0	4.0	+2.0	+.21	+.42
8 55 years +up	3.0	2.4	+0.6	+.10	+.06
8 Black	4.0	29.9	-25.9	-.04	+1.04
8 Hispanic	8.0	9.7	-1.7	+.07	-.12
8 Other Minority	5.0	4.5	-.5	+.17	-.09
8 AFDC	30.0	21.6	+8.4	-.12	-1.01
8 OJT	15.0	11.3	+3.7	+.32	+1.18
8 Classroom Training/Skills	50.0	34.0	+16.0	+.03	+.48
8 Classroom Training/Other	20.0	16.6	+3.4	-.04	-.14
Average Length of Stay	6.0	6.0	0.0	-.23	0.0
Cost per Enrollee	2,200	1509.62*	+610.38	.00	0.0
Unemployment Rate	5.6	7.0	-1.4	-1.72	+2.4
Employment Growth Rate	1.0	-.38	+0.62	+.18	+.11
Quit Rate	1.6	1.7	-0.1	+.50	-.05
TOTAL					(+)5.66

L. NATIONAL AVERAGE PERFORMANCE LEVEL	40.58	O. PERFORMANCE BENCHMARK	36.93%
M. PREDICTED PERFORMANCE LEVEL	46.16%	R. FY '81 ACTUAL 2nd Quarter	58.58%
N. PERFORMANCE RANGE ADJUSTMENT FACTOR	(+) 20%	S. FY '80 ACTUAL	38.99%
O. PERFORMANCE RANGE ADJUSTMENT	+ 9.23 % Points	T. FY '82 PLANNED PERFORMANCE LEVEL	65%
P. PLANNED EXPECTED PERFORMANCE RANGE	Lower	U. APPROVED PLANNED PERFORMANCE LEVEL	
	Upper	V. NEGOTIATED VARIANCE	

U.S. DEPARTMENT OF LABOR • Employment and Training Administration		A. PRIME SPONSOR'S NAME Massachusetts Balance of State		B. GRANT NUMBER 9-25-057-10
C. GRANT PERIOD FY '82		D. TYPE OF REVIEW <input checked="" type="checkbox"/> Final <input type="checkbox"/> Modification		E. PERFORMANCE MEASURE E. Average Wage At Placement
DATE Calculated _____ Approved _____				

F. LOCAL FACTORS	G. SPONSOR PLAN- NED VALUES	H. NATL. AVG. FACTOR VALUES	I. DIFFERENCE (G minus H)	J. WEIGHTS	K. EFFECT OF LOCAL FACTOR ON PERFORMANCE EXPLANATION (If any)
8 Female	55.0	53.9	+1.1	- .008	-.009
8 14-15 years	2.0	6.5	-4.5	+ .001	-.005
8 16-19 years	23.0	26.9	-3.9	- .001	+ .004
8 45-54 years	6.0	4.0	+2.0	+ .012	+ .024
8 55 years +up	3.0	2.4	+ .6	- .007	-.004
8 Black	4.0	29.9	-25.9	- .004	+ .104
8 Hispanic	8.0	9.7	-.7	- .001	+ .001
8 Other Minority	5.0	4.5	+ .5	+ .009	+ .005
8 AFDC	30.0	21.6	+8.4	+ .003	+ .025
8 OJT	15.0	11.3	+3.7	+ .001	+ .004
8 Classroom Training/Skills	50.0	34.0	+16.0	+ .005	+ .080
8 Classroom Training/Other	20.0	16.6	+3.4	- .001	-.003
Average Length of Stay	6.0	6.0	0.0	- .009	0.0
Cost per Enrollee	2200.0	1589.62*	+610.38	+ .000007	+ .004
Unemployment Rate	5.6	7.0	-1.4	+ .003	-.004
Employment Growth Rate	1.0	- .38	+1.22	- .002	+ .002
Average Wage of Area	6.21	6.66*	-.45	+ .207	-.093
TOTAL					(+) .1350

L. NATIONAL AVERAGE PERFORMANCE LEVEL	\$4.44*	O. PERFORMANCE BENCHMARK	\$4.81
M. PREDICTED PERFORMANCE LEVEL	\$4.58	P. FY '81 ACTUAL	
N. PERFORMANCE RANGE ADJUSTMENT FACTOR	(+) 5%	8. FY '80 ACTUAL	\$4.52
O. PERFORMANCE RANGE ADJUSTMENT	+ .23	T. FY '82 PLANNED PERFORMANCE LEVEL	
P. PLANNED EXPECTED PERFORMANCE RANGE	\$4.35	U. APPROVED PLANNED PERFORMANCE LEVEL	
	Lower Upper	V. NEGOTIATED VARIANCE	

*Adjusted for estimated inflation.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration		A. PRIME SPONSOR'S NAME Massachusetts Balance of State		B. GRANT NUMBER 9-25-057-10
CETA TITLE II B/C PERFORMANCE REVIEW AND APPROVAL WORKSHEET				
C. GRANT PERIOD FY '82	D. TYPE OF REVIEW <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Modification	DATE Calculated Approved		
E. PERFORMANCE MEASURE C. Positive Termination Rate				

F. LOCAL FACTORS	G. SPONSOR PLANNED VALUES	H. NATL. AVG. FACTOR VALUES	I. DIFFERENCE (G minus H)	J. WEIGHTS	K. EFFECT OF LOCAL FACTOR ON PERFORMANCE EXPECTATION (J times I)
8 Female	55.0	53.9	+1.1	+ .24	+26
8 14-15 years	2.0	6.5	-4.5	+ .47	-2.12
8 16-19 years	23.0	26.9	-3.9	+ .14	-55
8 45-54 years	6.0	4.0	+2.0	+ .37	+74
8 55 years +up	3.0	2.4	-.6	- .15	-9
8 Black	4.0	29.9	-25.9	- .03	+78
8 Hispanic	8.0	9.7	-1.7	- .04	+07
8 Other Minority	5.0	4.5	+ .5	+ .18	+09
8 AFDC	30.0	21.6	+8.4	- .10	-84
8 OJT	15.0	11.3	+3.7	+ .08	+30
8 Classroom Training/skills	50.0	34.0	+16.0	- .03	-48
8 Classroom Training/Other	20.0	16.6	+3.4	+ .03	+10
Average Length of Stay	6.0	6.0	0.0	-1.35	0.0
Cost per Enrollee	2200.0	1589.62*	+610.38	+ .0004*	+24
Unemployment Rate	5.6	7.0	-1.4	- .38	+53
Employment Growth Rate	1.6	- .38	+1.22	+ .14	+17
TOTAL					(-) 0.62

L. NATIONAL AVERAGE PERFORMANCE LEVEL	66.4%	Q. PERFORMANCE BENCHMARK	59.20%
M. PREDICTED PERFORMANCE LEVEL	65.7%	R. FY '81 ACTUAL 2nd Quarter	76.79%
N. PERFORMANCE RANGE ADJUSTMENT FACTOR	(+) 10%	S. FY '80 ACTUAL	73.44%
O. PERFORMANCE RANGE ADJUSTMENT	+5.5%	T. FY '82 PLANNED PERFORMANCE LEVEL	80%
P. PLANNED EXPECTED PERFORMANCE RANGE	Lower	U. APPROVED PLANNED PERFORMANCE LEVEL	
	Upper	V. NEGOTIATED VARIANCE	

U.S. DEPARTMENT OF LABOR • Employment and Training Administration			A. PRIME SPONSOR'S NAME Massachusetts Balance of State		B. GRANT NUMBER 9-25-057-10
CETA TITLE II B/C PERFORMANCE REVIEW AND APPROVAL WORKSHEET					
C. GRANT PERIOD FY '82	D. TYPE OF REVIEW <input checked="" type="checkbox"/> Plan <input type="checkbox"/> Modification	DATE Calculated Approved	E. PERFORMANCE MEASURE D. Cost Per Positive Termination		

P. LOCAL FACTORS	Q. SPONSOR PLAN- MED VALUES	R. NATL. AVO. FACTOR VALUES	S. DIFFERENCE (G minus H)	T. WEIGHTS	U. EFFECT OF LOCAL FACTOR ON PERFORM- ANCE EXPECTATION (I minus J)
8 Female	55.0	53.9	+1.1	- 22.76	-25.0
8 14-15 years	2.0	6.5	-4.5	- 40.02	+216.09
8 16-19 years	23.0	26.9	-3.9	- 13.78	+53.74
8 45-54 years	6.0	4.0	+2.0	- 31.27	-63.54
8 55 years +up	3.0	2.4	+0.6	+ 45.37	+27.22
8 Black	4.0	29.9	-25.9	+ 5.66	-146.59
8 Hispanic	8.0	9.7	-.7	+ 2.78	-1.95
8 Other Minority	5.0	4.5	+0.5	- 8.55	-.43
8 AFDC	30.0	21.6	+8.4	- 5.07	-42.59
8 OJT	15.0	11.3	+3.8	+ 11.43	+42.29
8 Classroom Training/Skills	50.0	34.0	+16.0	+ 20.28	+324.48
8 Classroom Training/Other	20.0	16.6	+3.4	+ 4.38	+14.89
Average Length of Stay	6.0	6.0	0.0	+415.36	0.0
Unemployment Rate	5.6	7.0	-1.4	+ 70.03	-99.16
Employment Growth Rate	1.6	-.38	+1.22	- 9.30	-.46
TOTAL					(+) 298.49

L. NATIONAL AVERAGE PERFORMANCE LEVEL	\$3,633.93*	O. PERFORMANCE BENCHMARK	
M. PREDICTED PERFORMANCE LEVEL	\$3,334.94	N. FY '81 ACTUAL	2nd Quarter
N. PERFORMANCE RANGE ADJUSTMENT FACTOR	(1) 15%	S. FY '80 ACTUAL	
O. PERFORMANCE RANGE ADJUSTMENT	± 500.24	T. FY '82 PLANNED PERFORMANCE LEVEL	\$4,705.73
P. PLANNED EXPECTED PERFORMANCE RANGE		U. APPROVED PLANNED PERFORMANCE LEVEL	\$3,929.00
	Lower	V. NEGOTIATED VARIANCE	
	Upper		

* Adjusted for estimated inflation.

It is the belief of the Prime Sponsor that specific and categorial prescriptions of the methods to be employed in reaching the mandated standards are no longer necessary or desirable. The application of such policies served its purpose in the past, in redirecting the Balance of State effort as whole toward its primary goal of generating job placements. At this point in the evolution of the program, local delivery systems have reached the level of sophistication that we no longer need to require highly specific actions to be taken at specific points. Furthermore, to continue to do so may run the danger of continuing to place means before ends. However, at the same time it is clear that there are general emphases that must be set and general strategies that must be employed, if we are to reach our goals.

These program emphases fall into the following areas:

C.I.a.iii.

PROGRAM MIX

- o Skills and On-The-Job training have repeatedly proven to be the most effective means of increasing the placement potential of CETA clients. Both must receive even greater emphasis next year than they now have.

- o In so doing, every effort must be made to utilize as fully as possible the existing in-house training resources available in the Balance of State's many job training centers. Duplication between in-house and contracted programs and between adjacent training centers must be identified and wherever possible eliminated.

- o Closer working relationships must be built with the private sector not only in the design of CETA training programs, but also in the aggressive development of OJT positions.

- o Pre-vocational training, such as ABE and ESL, must be operated primarily, if not exclusively, as preparatory courses leading into OJT and Skills Training, rather than as ends in themselves. However, these programs, must continue to be available to those participants who need such preparation in order to qualify for, or successfully complete, other training activities.

- o Adult Work Experience cannot be viewed as a legitimate stand-alone activity. Too often, clients are enrolled in work experience as their sole activity. When this occurs, it frequently serves no more than an income maintenance purpose. Also, too often work experience acts as a default option which is exercised because it is readily available and the effort has not been taken to develop a more beneficial activity for a client. The use of work experience in this fashion was never defensible programmatically, and is now no longer even affordable. Work experience should be used only when it is needed as part of a broader employability development plan.

- o The employability plan itself must be more than a document, it must be a strategy. The sum of these individual strategies comprises the design and mix of the local program. In turn, each client's progress through the CETA system should reflect the application of that design. For this reason, no program should be offered to any client unless it is directly relevant to the enhancement of that client's employability. And no sequence of programs should be provided to a client that is not based on the same strategy.

Following is a chart depicting the number of participants to be served in each activity and anticipated outcomes.

	<u>Entered Employment</u>	<u>Additional Positive</u>	<u>Inter-Title Transfers</u>	<u>Other Terms.</u>	<u>Total Terms.</u>
Direct Placements	358	0	0	0	358
CT Other	322	85	20	130	557
CT Skills	1042	170	70	354	1636
OJT	394	5	0	112	511
WE Other	250	110	80	137	577
WE IS	30	5	9	4	48
TOTAL	2396	375	179	737	3687

Planned linkages between activities through most subgrantees include the above mentioned activities, and also the sequential enrollments in such as ESL - AWE - Skills Training, ESL - AWE/GED - Skills Training, GED - AWE - OJT, or AWE/GED - Skills Training - OJT. The service delivery mix is determined for each participant through assessment of the participant's needs and the availability of activities/services and through the development of EDP's which detail the individual's service path. The potential service paths are numerous and varied through the Balance of State and include linkages with community agencies which can provide for special needs of participants.

Participants in combined activities are compensated on the basis of locally developed policies which are consistent with DOL requirements. Given the various service priorities of each subgrantee, some subgrantees have elected to provide only allowances for the secondary activity, whereas other provide wages, depending upon the type of activity which represents 51% or more of the participants time.

However, due to a subgrantee request for a waiver of the full basic allowance paid to classroom training participants, the Prime Sponsor asked subgrantees to comment on an allowance waiver policy, rather than the minimum wage, for participants in training activities.

As part of the Prime Sponsor's FY '82 Comprehensive Employment and Training Plan, the Prime Sponsor requests a waiver of the basic allowance for classroom training participants. This waiver is for participants who are newly enrolled into classroom training. Those who had received the higher rate of allowance payment prior to the waiver would continue to do so.

The waiver will cover only basic allowances and will permit subgrantees to pay \$2.50 per hour for classroom training. It has been determined that a reduced allowance payment will increase the number of participants who will be served and/or increase the level of service provided. By paying \$2.50 per hour, clients who require allowances will not be denied the opportunity to participate.

The allowance waiver is requested for programs that are run under Title IIBC and under Title IV YETP. The waiver will be permitted for classroom training activities in subgrantees which request a waiver from the prime sponsor. The subgrantee must demonstrate:

- a. The waiver must not have the effect of denying participation to individuals who could not participate without the receipt of a larger basic allowance payment;
- b. The waiver will increase the number of participants served or the level of service provided;
- c. The waiver will otherwise promote the purposes of the Act;
- d. All participants from whom allowances are waived will be notified in writing;
- e. Documentation of the participant's notification must be maintained as part of the participant's record.

Dependant allowances may not be waived.

Subgrantees can continue to pay transportation allowances as needed by the participant. However, in no case should they exceed \$4.00 per day or a maximum of \$20 per week.

Each request for a waiver must meet the conditions contained in Section 676.26(j)(2) and (3) of the Federal Regulations. These include:

- a. The waiver must not have the effect of denying participation to individuals who could not participate without the receipt of allowances;
- b. The waiver will increase the number of participants served or the level of service provided;
- c. The waiver will otherwise promote the purpose of the Act;
- d. All participants from whom allowances are waived will be notified in writing;
- e. Documentation of the participant's notification must be maintained as part of the participant's record.

Dependant allowances may not be waived.

Subgrantees can continue to pay transportation allowances as needed by participant. However, in no case should they exceed \$4.00 per day or a maximum of \$20 per week.

Should the prime sponsor receive waiver requests, these will be forwarded to the Department of Labor, as part of a plan or plan modification, for action. Subgrantees will not be permitted to change allowance payment policies without Department of Labor approval.

Potential barriers to employment for particularly needy significant segments have been identified as follows:

Women	<ul style="list-style-type: none"> lack of work skills in high wage occupations lack of prior work history lack of work orientation income requirements child care needs
Youth	<ul style="list-style-type: none"> lack of work skills need for career guidance lack of work history lack of high school diploma
Workers over 45	<ul style="list-style-type: none"> obsolete skills low level skills age discrimination lack of job seeking skills
Minorities	<ul style="list-style-type: none"> overt or covert discrimination communication problems lack of job skills career guidance low educational level

JOB DEVELOPMENT AND PLACEMENT

o The job development function must be given renewed emphasis. Our primary purpose is to train, but the objective of this training is placement. Thus, every effort must be made to ensure that trainees are indeed placed upon completion of their programs, and we cannot passively let the training sell itself to employers.

o Direct placements, both for adults, and for youth through limited services programs, should be offered to CETA eligibles to a greater extent. It makes little sense to spend money on full-scale training activities for those who need only job finding services. By the same token, it makes even less sense to neglect to provide such job finding services to those who need them and nothing else, under the mistaken belief that CETA should only offer in-depth training activities.

o In all job development efforts, greater coordination must take place between CETA and the private sector. The private employer is at this time virtually our only market, and he should be brought into not only placement but also, whenever possible, into program design itself. The more effort that is put into involving the employer in the training, the less will need to be expended in selling him the product.

o In order to maximize the credit we receive for placements, a more aggressive client follow-up must be conducted, and better coordination must be established with DES.

SERVICE TO THOSE MOST IN NEED

o One of the greatest challenges of the CETA program next year will be to increase its outputs and lower its costs while continuing to serve its primary constituency of the most disadvantaged. However, this is a challenge which must be met, for the CETA clientele, as much as any other aspect of the program, differentiates CETA from other vocational training and economic development activities.

o In order to meet this challenge, significant segments must be represented in each activity, as nearly as possible, according to their incidence in the local eligible population.

o In keeping with this stance, the only group which can legitimately be de-emphasized in Title IIB is in-school youth. The goal of programs operated for such clients is not employment or placement, and therefore, extensive service to this group is not consistent with the Balance of State emphasis.

The Balance of State has set the following segment goals for Title IIB based upon the incidence in the general population and the severity of need. These goals are reflected both in the PPS and in Subpart B.3.a.i. of the Annual Plan.

Significant Segment

<u>Segments</u>	<u>%</u>
Male	45
Female	55
19 and under	25
20-21	5
22-44	61
45-54	6
55 and over	3
White (N-H)	83
Black (N-H)	5
Hispanic	10
A.J. and A.N.	1
L.A. and P.I.	1

PROGRAM EFFICIENCY

o The dollars formerly consumed by client services functions, including intake, assessment, and counseling, can no longer be supported out of reduced budgets. Every effort must be made to operate these services more efficiently.

In the same fashion, supportive services must be provided more sparingly, only when actually required for clients to participate in the program, and only funded by CETA when other providers are not able to do so. More coordination between CETA and other public and private social service agencies, at both the local and the central levels must take place, to ensure that all resources available to CETA clients are tapped.

o Program activities must be critically examined to determine if design modifications can be made, such as shortened duration, or multiple cycles in skills training, that can allow more participants to be served at a lower cost, without affecting the quality of the services provided.

o Whenever possible, economies of scale must be sought through operating fewer, larger programs, perhaps with a modular approach to allow more diversity and tailoring to differential client needs. Small, duplicative contracts for similar programs should be consolidated. When appropriate, in-house programs should be substituted if they serve the same occupational clusters.

CONCLUSION

In closing, it should be restated that because these strategies are not specific formulae to be applied in a uniform fashion in each local area, some diversity should be expected in the manner in which they are employed by Subgrantees. However, because their employment is integral to meeting our goals, they will have force of policy, and the review of FY'82 Subgrantee Annual Plans will focus on the extent to which these strategies are in evidence.

The upcoming fiscal year will present CETA in general, and the Balance of State in particular, with its greatest challenge and also its greatest opportunity.

The challenge is to continue to operate within an environment of change and declining resources. The opportunity lies in demonstrating that we can do better now than last year or in previous years. It is the opportunity to demonstrate that CETA, as an economic development and vocational training program with a unique clientele, and a unique approach, has a bonafide role to play in the future; that it can operate effectively and efficiently, and that at the same time it can retain its unique aspects.

C.I.C.i.A. Classroom Training and Occupational Training

Skills training programs increase the employability and maximize the career development potential of participants by providing them with the skills and related technical information to perform a specific job or group of jobs.

Criteria used by subgrantees for selecting occupations for training include the following:

1. existing demand in specific industrial area;
2. industry should not be experiencing secular decline;
3. must be within reach (academically and skill level) of CETA participants following training and service activities; and
4. must meet DOL wage and training guidelines

During the fiscal year, subgrantees will allocate dollars to placement-oriented activities in a proportion in excess of their FY'81 emphasis levels for these activities. It is expected that through intensified efforts to direct a large proportion of Title II B expenditures towards skills training, the Prime Sponsor, by significantly enhancing the placement potential of its participants, will increase placement rates while simultaneously lowering cost per entered employment.

The majority of Classroom Training will be accomplished through in-house capabilities. However, on occasion and where appropriate, individual referral to outside educational and vocational training institutions will be provided. This will be based on a comprehensive review of each individual case. For this reason, a strict delineation of occupation by activity is impossible and was not attempted.

Classroom and Skill Training will be provided in the following occupational areas:

Occupation

Accounting
Air Conditioning, Heat and Refrigeration
Appliance Repair
Auto Mechanic
Assembler
Bookkeeper
Clerical
Computer:
 Data Entry
 Programmer
 Operator
 Technician
Culinary Arts
Dental Assistant
Diesel Mechanics
Drafter
Driver

Occupation

Energy Technician
Electronics
Field Service Technician
Home Health Aide
Hotel/Motel Management
Insurance Adjuster
LPN
Machine Trades
Manager
Medical Technician
Orthotics & Prosthetics
Plumber/Pipefitter
Printing/Graphics
Retail Sales
Secretarial
Welder
Word Processing

A list of principal occupational areas for which courses and technical skills may be provided by subgrantee is included as Attachment C.I.b.i.A.-1. (The attachment shows FY'80 actual training. Planned FY'82 training may vary somewhat.)

C.I.b.i.B. Classroom Training - Other Adult Basic Education

The purpose of this activity is to assist clients who have low academic grade levels in reading, writing and arithmetic. This activity is designed to eliminate a major barrier to employment faced by many target groups, that is, the lack of educational skills and lack of educational credentials. This activity makes it possible for clients to enter a high school equivalency course, to enhance their abilities to perform higher level jobs and enables them to enter certain training activities.

The actual design of Adult Basic Education programs varies from subgrantee to subgrantee. The majority of ABE programs are open-ended and individualized by the ABE tutors who meet the specific needs of participants. The average ABE program lasts between 10 and 15 weeks with approximately 10-15 hours per week spent in the classroom. Adult Basic Education is usually offered to participants in combination with work experience. This combination addresses the additional barriers of lack of work history, poor work habits, and motivation.

In addition to increasing a participant's educational level, ABE programs build career awareness into the design. This career awareness and counseling helps participants clarify personal goals, perform self-assessment, make vocational choices, write resumes, learn interviewing skills and knowledge of job sources. Adult Basic Education also informs enrollees of apprenticeship programs, higher education scholarships and loans which might open a new range of possibilities for them. In addition to these skills, the ABE program intends to bring all participants up to the education level necessary to enter the GED program, or enroll in a training program which was previously inaccessible because of entrance requirements to obtain a job consistent with their career goals.

GED

The purpose of the GED program is to provide remedial education courses which are equivalent of subjects covered on the high school level and to prepare participants to successfully pass the examination for high school equivalency diploma. The topics covered are reading, English, social studies and sciences.

This activity is particularly appropriate for high school drop-outs over 18 who face discrimination in the labor market due to their lack of high school diploma. These same people are most likely to have limited work experience, low skill levels, lack of motivation and self-confidence. For these reasons, GED is offered to participants in conjunction with ABE and skills training.

Average duration in the GED activity is three days a week for three months. Participants in GED are offered the same career guidance and counseling as those described in Adult Basic Education.

ATTACHMENT C.I.b.i.A.-1

IR - Individual Referrals
H - In-House Skills Training
P - Class with Proprietary School
C - Class with College or University

DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHIESEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTAMPTON	NORWOOD	QUINCY	SOUTHBIDGE	PLYMOUTH	TAUNTON	CARROLL
001	Architectural Occupations	175	IR P			IR P	H P	IR P	IR		IR	IR		IR	IR	IR	IR
002	Aeronautical Engineering	63	IR P				H	IR	IR		IR						IR
003	Electrical/Electronics Engineering	108	IR				H C		IR P	IR	IR				P	IR	IR
004	Auto Mechanic Weatherization Tech.	15				IR									IR		
005	Civil Engineering Occupations	3										IR					IR
006	Ceramic Engineering Occupations	62					H										IR
007	Mechanical Engineering Occupations	167	IR P				P C		IR	IR		IR			IR	IR	IR
008	Chemical Engineering Occupations	78	P				H									IR	
009	Computer Technician	49					H				H						
010	Mining and Petroleum Engineering	18							IR					C		C	
011	Metallurgy and Metallurgical Engineering																
012	Industrial Engineering Occupations	2					IR										
013	Agricultural Engineering Occupations	1														H	
015	Nuclear Engineering Occupations	15						IR P									
017	Drafter, N.E.C.	41	IR	IR			IR	IR P		IR		IR			IR	IR	IR
018	Surveying/Cartographic Occupations	6										IR			IR	IR	IR
019	Occupations in Architecture & Survey Engineering	56		H													

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DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	WORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	TAUNTON	CARMOUTH
020	Occupations in Mathematics	156	IR			IR	C	H	IR	IR P		IR P	IR P		IR	IR	IR
021	Occupations in Astronomy	6										IR					
022	Occupations in Chemistry	1				IR	C										
029	Mathematics & physical sciences	13								C				IR			
041	Occupations in Biological Sciences	1													IR		
045	Occupations in Psychology	2												IR			
049	Occupations in Life Sciences, N.E.C.	1														IR	
052	Occupations In History																
053	Assemblers and Diswashers	1						IR									
054	Occupations In Sociology	3							IR					IR		IR	
059	Occupations in Social Science, N.E.C.	6													C		
070	Physicians and Surgeons	17							IR	IR							IR
072	Dentists	2	IR					IR									
074	Pharmacists	2										IR				IR	
075	Registered Nurses	32	P					IR	IR	IR		IR		IR	IR	IR	
076	Therapists	2														IR	
077	Dietitians	1														IR	

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DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	SAINTON	CARMOUTH
078	Occupations in Medical & Dental Tech.	32						IR	IR			IR		IR	IR	IR	
079	Occupations in Medicine & Health, N.E.C.	70	IR	IR				IR	IR	IR		IR			IR	IR	IR
091	Occupations in Secondary School Education																
092	Occupations In pre-school to Primary Sch.	1													IR		
094	Occupations In Education of the Handicapped	2				IR		IR									
095	Support Services	1															IR
097	Occupations In Vocational Education	3						C									
098	GED Education	3						C									
099	Occupations In Educations, N.E.C.	20								P	IR				IR		
118	Para Professional Training	2					IR										
119	Occupations in Law & Jurisprudence, NEC																
131	Writers	1								IR							
137	Interpreters and Translators	1					C										
141	Commerical Artists	2							IR								
143	Occupations In Photography	1									IR						
156	Word Processing	6						H									
160	Accountants and Auditors	57	IR							IR		P	IR		IR	IR	IR

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DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	TAUNTON	WARMOUTH
161	Budget and Management Systems Analysts	1														IR	
162	Purchasing Management Occupations	1					C										
163	Sales and Distribution Management Occupations	11									IR						
169	Administrative Specializations	1														IR	
186	Finance Insurance & Real Estate Managers	1															IR
188	Public Administration Managers	1															IR
189	Miscellaneous Managers & Officials	22										P				C	
191	Agents and Appraisers N.E.C.																
193	Radio Operators	1					IR										
194	Sound, Film & Video Tape Record. & Reprod	2		IR													
195	Occupations in Social & Welfare Work	4								IR						IR	
196	Airplane Pilots and Navigators	2										IR					
199	Miscellaneous Professional Technical & Managerial	47		H			C	IR									
200	Medical Doctors, & Dentists	2							IR								
201	Secretaries	128		H	IR				IR P	IR		IR		IR H	IR	IR	IR
202	Stenographers	8	IR						IR			IR			IR	IR	IR
203	Typists and Typewriting Machine Operators	54					C				H	IR	IR	H	IR	IR	

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DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	TAUNTON	CARMOUTH
204	Shorthand & Bookkeeping	5					P										
205	Interviewing Clerks	1							IR								
206	File Clerks	6					P										
208	Mailing and Miscellaneous Office Mac. Oper	32						H						IR			
209	Stenography, Typing & Filing Occupations	605		H			H	H	H	P	IR	H	IR	H	H	H	H
210	Bookkeepers and Bookkeeping Mac. Oper.	41						H	IR		H					IR	
213	Electronics & Electronic machnical Data Proce.	144		H		IR	H	H	P			IR	P		IR	IR	
216	Accounting & Statistical Clerks	4						IR	H		IR						
219	Computing & Accounting-Recording Occupations	26		IR		H				IR							
221	Production Clerks	45													P		
239	Information and Message Distribution	1					IR										
243	Government Service Clerks, N.E.C.	1										IR					
250	Sales Occupations Real Estate & Insur.																
252	Sales Occupations Transportation Ser.	2				IR				IR							
253	Sales Occupations Utilities	1						IR									
275	Sales Occupations Business Equipment	1															
305	Cooks, Domestic																

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DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	TAUNTON	ZARMOUTH
311	Waiters/Waitresses & Related food service																
313	Chefs & Cooks, Hotels & restaurants	69						IR	IR		IR	H	H	IR	IR	IR	IR
315	Miscellaneous cooks, except domestic	69	C	H										H			
319	Food and beverage preparation service	1								IR							
323	House cleaners, hotels & restaurants	1													IR		
330	Barbers	10		IR				IR					IR				IR
332	Hairdressers & Cosmetologists	26		IR			IR	IR	IR	IR	IR	IR		IR	IR		IR
339	Barbering, Cosmetology & Related Service	7					IR						IR				IR
352	Host/Hostesses & Stewards/Stewardesses	1	IR														
355	Attendants, Hospitals & Morgues	30				IR										P	
359	Miscellaneous Personal Service Occupations	35					H	P									
375	Police Officers & Detectives,	1		IR													
382	Janitors	1					P										
412	Game Farming Occupations	8						IR				IR					
418	Animal Service Occupations	1	IR														
420	Dog Grooming	2						IR									
526	Cooking and Related Occupations	3					H										

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P - Class with Proprietary School
C - Class with College or University

DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	EARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	SAUNTON	CARMOUTH
600	Machinist and Related Occupations	178	P					IR P			H		H	H		IR	
609	Metal Machining Occupations	1							IR								
616	Fabricating Machine Occupations	9									IR						
620	Motorized Vehicle & Engineering Equ. Mach.	105					IR P	IR		IR					P	IR	H
621	Aircraft Mechanics and Repairers	6							IR	IR	IR						
629	Special Industry Machinery Mechanics	21						P									
637	Utilities Service Mechanics & Repairers	12	IR					IR	IR		IR						IR
638	Miscellaneous Occup. in Machine Install.	19						H									
639	Mechanics & Machinery Repairs	1						H									
650	Typesetters & Composers	1							IR								
668	Woodshop Training	1					IR										
699	Miscellaneous Machine Trades Occupations	1															
706	Metal Unit Assemblers & Adjusters, N.E.C.	7						H									
712	Fabrication & Repair of Surgical, Medical, and Dental Instruments	21							IR				P				
716	Fabrication & Repair of Engineering & Scientific Instruments	2								IR							
719	Fabrication & Repair of Scientific and Medical Apparatus	2					IR										
720	Assembly and Repair of Radio & TV Sets	1															IR

IR - Individual Referrals
H - In-House Skills Training
P - Class with Proprietary School
C - Class with College or University

DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHELSEA	CARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBRIDGE	PLYMOUTH	TAUNTON	WARMOUTH
722	Assembly & Repair of Communication Equip.	58										IR P				IR	
723	Assembly & Repair of Electrical Appliances	23						IR				P					
726	Assembly & Repair of Electronic Components	145		IR			H		IR P	C		P					IR
729	Assembly & Repair of Electrical Equip.																
782	Hand Sewers Menders, Embroiders & Knitters	3									IR						
784	Fabrications & Repair of Hats, Caps & Gloves																
805	Boilermakers	1							IR								
806	Transportation Equip. Assemblers	5															H
807	Bodyworkers, Transportation Equipment	21										IR				IR	H
810	Arc Welders & Cutters	5														IR	
819	Welders, Cutters & Related Occ. N.E.C.																
821	Assembly, Installation & Repair of Transmission	1														IR	
823	Assembly & Repair of Electronic Equip.	4	IR														IR
827	Assembly & Repair of Large Household Appliances	30	IR						IR			IR P					
828	Fabrication & Repair of Electrical & Electronic products	403	IR			H	H	H	H P	IR		IR P			IR	IR	
829	Electronic Technician	35					H			IR							
849	Painting, Plastering, Waterproofing & Cementing	8		IR													

IR - Individual Referrals
 H - In-House Skills Training
 P - Class with Proprietary School
 C - Class with College or University

DOT CODE	OCCUPATIONAL AREA	BALANCE OF STATE	CHIEFSEA	GARDNER	GREENFIELD	HOPEDALE	LAWRENCE	MARLBOROUGH	MEDFORD	NEWTON	NORTHAMPTON	NORWOOD	QUINCY	SOUTHBURIDGE	PLYMOUTH	TAUNTON	WARREN
860	Carpenters & Related Occupations	10													P		IR
869	Miscellaneous Construction Occupations N.E.C.	29	IR									IR			IR		
899	Miscellaneous structural Work Occupations	1					IR										
904	Trailer - Truck Drivers	4							IR	IR							IR
905	Truck Drivers, Heavy	9					P									IR	
906	Truck Drivers Light	2									IR						
919	Miscellaneous Transportation Occupations	3					H										
921	Hoisting & Conveying Occupations																
929	Packaging & Materials Handling Occupations																
968	Custodian																
969	Miscellaneous Amusement & Recreation Occupations																
970	Art Work Occupations, Brush, Spray or Pen																
973	Hand Compositors & Typesetters	1					H										
979	Occupations in Graphic Art Work, N.E.C.	16						P			IR						

C.I.b.i.B English-as-a-Second Language (ESL)

The purpose of the Prime Sponsor's ESL effort is fivefold. First, ESL will provide the structurally-unemployed, non-English-speaking participant with enough basic conversational English to enhance his employability. Second, ESL will enable the non-English-speaking participant to advance his verbal and conversational skills to a level compatible with the achievement of his own career goals.

Third, ESL will enable the participant to identify potential abilities within him/herself and provide him with guidance in the formulation of his/her overall career goals. Fourth, ESL will aid the non-English-speaking participant to become more familiar with the English-speaking culture in which she/he finds him/herself without relinquishing the identity of his own native culture. Fifth, ESL will emphasize in a meaningful way the important issues which affect the non-English-speaking participant both as an individual and as a member of CETA target group.

Within the Prime Sponsor, ESL will be offered at three levels: beginning ESL, intermediate ESL and advanced ESL. No matter what the training level, participant advancement incentives and clear-cut performance evaluation criteria will be included in the design of each ESL component to insure that the participant receives a demonstrable amount of training during his term of service in CETA.

Participants will be exposed to conversational English throughout the ESL cycle. The Prime Sponsor has not set a specific student-teacher ratio for ESL, but the subgrantees will assign no more than 15 students to each ESL teacher. For the advanced level of ESL training, the ratio will be about 10 students per teacher.

Beginning ESL will stress introductory basic English conversation, with emphasis upon frequently-used English expressions, idioms, numbers, classroom objects, descriptive adjectives, occupational terms and colors. Assessment of verbal and communication skills will also take place at the end of this cycle. If the participant is shown to benefit from a mix of basic education with his ESL activity, he will be referred to a combined component.

The participant will also be exposed to other CETA job development efforts. In some subgrantees, beginning ESL participants will be offered a chance to participate in life skills seminars, career exploration seminars, self-esteem workshops and vocational counseling/individual referral sessions.

Intermediate ESL will continue to build upon the ESL participant's basic English vocabulary. He will be exposed to reading English for the first time. He will learn the basics of English grammar, including present tense verbs, nouns, noun possessives, primary sentence structure, imperative verbs, nouns possessives, primary sentence structure, imperative verbs, simple adjectives and adverbs, and conjunctions. He will also be taught to write simple English sentences. Assessment with possible referral to job development will take place at the end of this cycle.

Advanced ESL will concentrate upon perfecting conversational skills in English, studying more complicated forms of English grammar such as interrogatives, split infinitives and subordinate clauses, and improving writing skills in English by means of written grammar exercises, short compositions and short reports on the books the participant has read. Other topics to be covered during this cycle include irregular verbs, adverbs, punctuation, prepositions, capitalization, comparatives, superlatives, expressions of time, measurements and the past and future tenses. For reading material, the advanced ESL participant will be exposed to the daily newspaper and a number of reading primaries.

The Prime Sponsor considers ESL to be a "feeder" activity, a first step in a participant's service past that will ultimately lead him into unsubsidized employment in the private sector. The most common service paths to be made available to the ESL participant during FY'82 will be inter-program activity transfer into Classroom Training-Skills, Work Experience and OJT.

ESL training components across all subparts will maintain close linkages with Outreach, Recruitment, Intake and Assessment components through the Prime Sponsor during FY'82. New programs offered under ESL, designed by the individual subgrantees, will be referred to Intake so that the subgrantee can adjust its recruitment strategy accordingly. Outreach efforts will be made to match the programs offered. This will insure that the target group of limited English speaking enjoys the full range of employment training service that the Prime Sponsor has to offer. Subgrantee counselors will be kept informed of upcoming ESL class start dates. The counselors will have the prime responsibility of summoning the EDP team to assess the progress of new participants and to determine whether or not they would benefit from placement into an ESL component. Job developers will be kept abreast of ESL end dates so that the participants may be brought directly into job development seminars and workshops for their eventual indirect placement.

In addition to regular classroom training, ESL participants at all levels will be taken on field trips during which they may practice their newly learned language skills. The Prime Sponsor has a list of suggested outings, which include, but are not limited to nature trails, community organizations, local newspaper offices, post offices, DES offices, public libraries, zoos, county fairs, supermarkets, museums, department stores, banks and tourist attractions throughout the Commonwealth of Massachusetts. The purpose of these visits is to help the ESL participant to become more at ease at sites of community interaction.

The Prime Sponsor will offer ESL services to participants with the express purpose of helping them overcome barriers to employment. The foremost of these barriers is a lack of communication skills in English. Secondary barriers addressed by this activity include (1) lack of familiarity with worksites where English is the spoken and written language; (2) lack of knowledge as to what skills are necessary to the advancement of long- and short-term occupational and personal goals; and (3) unfamiliarity with the cultural milieu of the United States.

Section C.I.b.i.C. OJT

On-the-Job Training (OJT) involves the establishment of apprentice-style training slots within private industry in which CETA reimburses the employer for a portion of the training expenses during a specified period of time. OJT slots are developed with an emphasis upon systematic training in an occupation with positive growth potential with the local labor market, and provides incentive to industry to employ clients after completion of the training period.

The Balance of State Prime Sponsor's reimbursement formula for OJT is up to 50 percent of the participant's wages (but not fringe benefits) and is only used for training expenses over and above those which the employer would normally incur.

The methodology used to determine the duration of training has been established through utilization of the SVP guidelines. The fourth edition of the SVP codes has been required since September 1, 1978 (Specific Vocational Preparation Estimates for Occupations, U.S. Department of Labor, Dictionary of Occupational Titles, Fourth Edition.) The minimum allowable SVP level for OJT contracts within the Balance of State Prime Sponsor is an SVP of three.

The following conversion of SVP codes to maximum training hours are utilized by the Balance of State Prime Sponsor. The hours listed here are the maximum allowable hours of training for occupations at these levels. Under no circumstances does training exceed maximum allowable hours for the SVP code. Training may, however, be provided for fewer hours.

Level of Specific Vocational Preparation (SVP)	Maximum Allowable Hours of Training
3	525
4	900
5	1200
6	1500
7 Or Higher	1800

Client orientation, supervisory orientation, and counseling are mandatory. Client orientation is provided by the employer who is reimbursed by the subgrantee 100% of the clients hourly wage for those hours spent in orientation. The subgrantee also subsidizes the cost for supervisory orientation based on the hourly wage of the supervisor(s) being trained multiplied by the number of hours spent in orientation. The employer is reimbursed for the clients' non-productive time in counseling according to the clients' hourly wage multiplied by the non-productive time spent in counseling.

Job related education is not mandatory for all clients, however, some JRE may be necessary to enable the client to qualify for OJT. Employers may only be reimbursed for 100% of the cost for providing this component if the JRE given to clients is different from or above the level of that which is normally provided by the employer to regular employees. If JRE occurs during regularly scheduled work hours, the employer is reimbursed for 100% of the client's hourly wage. In addition, an hourly fixed fee may be charged to cover allowable training costs as outlined in 20 CFR Section 676.41.1(d).

If ESL is deemed necessary for the clients performance it is offered within the same limitations as JRE.

At this time there are no special circumstances which would warrant a reimbursement level for OJT training costs higher than the 50% limitation.

C.I.c.i.D. Title II-B In-school Youth Work Experience

The in-school work experience program is designed to provide economically disadvantaged youth between the ages of 14 and 22, who are currently enrolled in school and who are potential school drop-outs, low achievers, without motivation, and without developed talents and direction, a positive work experience, to encourage educational development, to enhance employability and vocational awareness, to stimulate career development, and to increase the labor force participation of these youth through securing unsubsidized employment. Special emphasis is directed at youth who are potential high school drop-outs. Many of the youth possess or face a combination of barriers to employment including age, lack of work history, lack of job skills, lack of knowledge of the labor market, and little if any actual career exposure. The necessity and value of punctuality, steady application to the task at hand, good attendance, following rules and regulations, appropriately relating to co-workers and supervisors as characteristics to be cultivated within youth are to be transmitted to these youth through exposure of the type that incentive laden work experience seeks to provide.

By offering a flexible, wide-ranging program of structured, well supervised work experience, assessment and orientation, personal and career counseling, supportive services, job placement services, and in some cases tutorial services, the program serves to enhance the development of these characteristics within participating youth, to provide broad career exposure, to develop marketable skills to build a work history, to develop job seeking skills, and to provide labor market orientation. Finally the Balance of State's programs seek to provide these youth with a basis for knowledgeably assessing their futures or to continue part time employment that will permit them to remain in school. The primary emphasis of these programs as administered through the subgrantees is to see youth continue their education while increasing this employability.

The primary activity is subsidized work experience for youth at public and private non-profit agencies. Career counseling, employability development planning, and job skills training are integral parts of the programs. (All participants work part time since they are enrolled in school.) Services provided include initial assessment, career assessment, orientation to CETA, orientation to the world of work, career interest testing, career education workshops and tours, and job development and placement services. Supportive services such as legal aid, transportation, child care, physical exams, and emergency aid are also provided. A number of subgrantees have developed, or are in the process of developing, one or more LEA agreements in order to further enhance the coordination of the delivery of services to participating youth. The development of LEA's has been specifically aimed at assuring the provision of academic credit in conjunction with local guidelines for work-study programs. The average length of participation is six months.

Upon completion of the program, participants may be referred to Skills Training, OJT, AWE, YETP, and or the Summer Youth program. However, with the emphasis on serving high school seniors, placement becomes a goal for a larger proportion of in-school participants. The development of the employability plans is a primary function of program or school counselors and participant flow is determined in the development of the plan (outlined in the FY'82 Master Plan) which tailors the services available to the unique needs of each participant.

The plan also includes a supportive services needs assessment. The assessment, counseling sessions, and periodic re-evaluation of the EDP are processes in which the counselor assists the participant in identifying short and long-term goals and the steps required to achieve those goals and then assists the participant in achieving those goals. Potential or actual program drop-outs receive counseling and supportive services in an effort to resolve the problems affecting program participation and achievement of specified goals. EDP's are updated at least every 60 days. The EDP monitoring and updating process is described in detail in section 4.a.iii of the Master Plan. Forty to fifty participants/counselor is the maximum case load. Counseling also occurs in 2-3 hour group sessions. Counselors are responsible for ensuring that participants are not discriminated against during program participation, while intake is responsible for achieving the service goals established for target groups. Also counselors must inform each participant of his/her rights, including grievance procedures.

Worksite agreements are developed on the basis of past experience with the worksite, clear provisions for adequate supervision of participants, availability of skill training at the worksite, past interest of youth in the type of work involved, accessibility of the worksite, to public transportation, sensitivity of the worksite staff to the concerns and attitudes of disadvantaged youth, the presence of good role models on the staff of the agency, and the beneficial impact of the job to be performed. (Special consideration is given to worksites which provide non-traditional job responsibilities.) At each worksite an orientation is held detailing the roles and responsibilities as contained in the agreement. The agreements provide the basis for assessing the effectiveness of the program, along with participant assessment. Monitoring is an on-going activity and includes both desk-reviews and on site visits.

C.I.c.i.e. Work Experience - Other

Other work experience is designed for disadvantaged adults and out of school youth with significant employment barriers that include the lack of good work history, good work habits, basic job skills and low self-esteem. In adult work experience, through a mechanism of graduated stress within an actual work setting, containing high support and close supervision, participants are provided the opportunity to overcome barriers to employment. The purpose of this activity is to assist participants not yet ready for other employment and training services in becoming more competitive for less structured CETA activities (e.g., OJT, Classroom Training) and unsubsidized employment. This short term, high support employment and training program increases the participant's employability through occupational training remedial education, job seeking and survival skills workshops, career exploration, supportive services, and actual work experience. Career exploration and skill development of an exploratory nature further determines a specific EDP for participants. Skill acquisition is measured by competency tests but largely through performance evaluations. At a minimum participant EDP's are monitored every sixty days.

Participants work in the public and private non-profit sectors on a part-time or full-time (20-40 hours per week) basis and are subsidized at the minimum wage. When Work Experience is used as a hold activity while slots in OJT or Skills Training are being developed for clients, the maximum duration of Work Experience is 30 days. Otherwise, the maximum duration of Work Experience is 6 months for clients who are not in school. Maximum participation for each participant does not exceed 1,000 hours in one year or 2,000 hours with five years.

Supportive services are provided on an as needed basis, determined by the participant and counselor, and include transportation, child care, emergency medical care, and legal services. Supportive services allow the participant to prepare for their own support service needs prior to completion of the program activity. Post termination services are provided if the participant needs supportive services after termination. A plan is developed by the counselor to identify and utilize community resources.

C.I.c.i.F. Other Activities

The Prime Sponsor is not planning for any other activities to be operated during FY'82.

C.I.c.i.G. Services to Participants

The manpower services commonly provided through all subgrantees include:

Intake - to determine eligibility and gather information regarding place of residence, income, sex, ethnic group, veteran status, age, and public assistance status. Initial assessment is included in some instances.

Outreach - notifying potential applicants of CETA through various veteran organizations, community based agencies, local media and social service agencies.

Orientation - explanation of CETA programs, participant rights and obligations, grievance procedures, eligibility, income and nepotism restrictions (part of overall intake process).

Assessment - to assist the applicant in identifying the barriers to employment, in determining long and short term career and educational goals, and planning how CETA activities and services can help to alleviate such barriers (employability development plan).

Job Development & Placement - to place "job ready" participants into unsubsidized employment. Development consists of employer selection, employer contact, analysis of job opportunities and development of appropriate jobs for participants. Placement is concerned with determination of client employability, matching and referring job ready participants into suitable positions; follow-up services are also provided.

Job search - as a sub-component of job development and placement, job search participants combine newly acquired occupational skills with personal awareness of the dynamics of the job market.

The above manpower services are integrated with program activities based upon the participant's EDP. However, all participants receive intake, orientation and assessment before they receive other services. Other services (e.g., job development and placement) are provided as a result of or upon completion of CETA program activities.

Supportive services provided include health care, child care, transportation, counseling, referral for family or individual needs, legal referral (including bonding), and emergency aid. As part of the employability development planning process, needed supportive services are identified by the participant and his/her counselor.

Subgrantees have been asked to develop a policy for provision of supportive services to be included in their FY'82 Plan. This policy should be comprehensive yet sufficiently flexible to insure that all participants in need of these services are accommodated.

Specific requirements for this policy have been established as part of the planning requirements. However, subgrantees must carefully consider the following issues in developing their supportive services policy.

- 1) Supportive services should be provided with the understanding that participants will not become dependent on CETA but that they will become self-sufficient and will be able to make their own arrangements by the time they complete their participation in CETA.
- 2) The deliverer of the supportive services should be carefully chosen in order to secure quality services at the lowest possible cost. Every attempt should be made to coordinate with other human service agencies in subgrantee areas to insure that duplication of services does not occur.
- 3) All participants should be apprised of the availability of supportive services although services should be provided only to participants who are without means to pay for such services themselves.

C.I.c.i.H Linkages with Vocational Education Under the Governor's Special Grants

In keeping with the FY'82 emphasis on skills training and unsubsidized placements, the Balance of State Prime Sponsor is seeking proposals for classroom training programs designed to impart marketable skills to CETA eligible clients through the Governor's Grant for Vocational Education. This grant, also known as the 6% grant, is intended to supplement the state's vocational education effort, and to enhance the linkages between the CETA system and the Department of Education on both the state and local levels. Potential applicants for these funds may include subgrantees, vocational technical schools, community colleges, four year colleges, private companies, licensed private schools, and community based organizations with an expertise in serving a special segment of the population. Program Operators with demonstrated effectiveness will receive preference.

The subgrantees sponsoring vocational grants must make the following minimum commitments to the programs:

- Allowances
- Supportive Services in accordance with subgrantee policy
- File search for qualified participants
- Submission of all fiscal/client reports as required by the contract
- Contract negotiations
- Acting as Fiscal Agent
- Monitoring

The BOS Prime Sponsor, through the Vocational Education grant will provide the following:

- Funding for training and manpower services
- Technical assistance in contract negotiations and implementation as required
- Monitoring and program evaluation
- Quarterly assessment of contract performance for purposes of reallocation
- Receipt and review of all reports
- Inter-agency liaisons

The Department of Education will provide the following:

- Technical Assistance in curriculum development and other areas as required
- Facilities approval
- Staff certification
- Monitoring and program evaluation, in conjunction with the Balance of State Prime Sponsor

The following minimum criteria must be met in programs funded through the Vocational Education grant:

- A. Training facilities must meet Department of Education criteria.
- B. Curricula must meet Department of Education requirements.
- C. Program staff, including instructors, counselors, and administrators must be certified or certifiable by the Department of Education in accordance with Chapter 74 regulations (Attachment B).
- D. The student/teacher ratio shall not exceed 20:1.
- E. Training equipment for students involved in hands-on activity shall be of sufficient quantity to enable them to keep continuously at work, and should correspond functionally to what will be found at the job site.

- F. Classroom training programs must be for skills in which it is demonstrated that there is a high primary labor market demand in the area served by the program; in which entry level wages are not less than \$4.50/hour; and in which there will be a reasonable expectation of career advancement for trainees.
- G. Training programs must plan to place 80% of enrollees in training related occupations, with a cost/placement out of this grant of no more than \$4,500, and a grant based cost/participant month no higher than \$350.
- H. Requests for more than \$75,000 will not be considered. Acquisition of capital equipment is not encouraged.
- I. Administrative costs for programs may not exceed 10% of the total grant.
- J. All programs must be sponsored by a Balance of State Subgrantee. Care should be taken not to duplicate services already provided by subgrantees. Subgrantees which sponsor Voc. Ed. programs must provide allowances and supportive services, MIS and client tracking, and act as fiscal agents. Costs other than allowances and supportive services incurred by subgrantees that sponsor programs may be charged to the grant, provided the total administrative cost stays within the 10% ceiling.
- K. Clients to be served by the grant must economically disadvantaged and unemployed or underemployed. In addition, special preference will be given to programs designed to meet the particular needs of one of the following target groups:
- AFDC/Welfare
 - Offenders
 - High School Drop-Outs
 - Minorities
 - Limited English Speaking
 - Workers Over 55
 - Displaced Homemakers
 - Handicapped
- L. Program design must include the following elements: outreach; assessment; skills training; provision of remedial education when needed; provision of GED to high school drop-outs; orientation to the world of work; life management skills; job seeking and retaining skills; job development and placement services, including the Targeted Jobs Tax Credit program where appropriate.
- M. Program planning must include linkages with private industry, labor unions, educational institutions, and the CETA Subgrantee. Such linkages may take the form of participation on Craft Advisory Boards, commitment of facilities, personnel, etc., letters of

support, review or assistance in the development of curriculum, or similar indications of involvement. The formation of Craft Advisory Boards in support of program objectives is strongly encouraged where such do not exist.

- N. Training agencies will be required to enter into a formal, written contract with Balance of State CETA, the Division of Occupational Education, the Department of Manpower Development, the sponsoring subgrantee, and any other agencies involved in the delivery of services through the program.
- O. Programs will be required to function at a minimum of 85% of planned enrollment and expenditures. There will be a quarterly assessment of performance, and programs operating at less than 85% of plan will be subject to deobligation of funds in accordance with Balance of State policy.
- P. No program may be planned to cross fiscal years.
- Q. The use of performance based contracts will be encouraged with institutions which charge flat rates such as tuition.

C.I.iv. Maintenance of Service Levels to Youth

During FY'81, Title IV funds were used to supplement rather than replace the opportunities available for youth under Title IIB, IID and VI. The benchmark service level to youth was 54%.

However, due to the severe Title IIB and IV funding reductions for FY'82, the Balance of State requests a new benchmark. For FY'82 the Balance of State plans to provide 30% of total services to those aged 14-22.

All subgrantee plans are reviewed upon submission for maintenance of effort and compliance with the program emphasis for FY'82. Subgrantees will be monitored to ensure compliance with affirmative action and planned service goals.

The lowered level of service to youth is consistent with the FY'82 program emphasis, and performance and placement goals. Concentration of the Prime Sponsor efforts in maximizing unsubsidized placements and low cost per entered employment will result in the majority of funds allocated to those activities which result in the program goals. These activities usually serve the age 22-44 segment and will therefore result in the lowered level of service to youth.

At the time the benchmark was set, 3rd quarter of FY'77, this prime sponsor offered large work experience programs and had a very small skills training capability. With a heavy emphasis upon in-school youth, the benchmark was set at 54%, a rate which far exceeds the incidence of youth in the eligible population. To maintain this emphasis would require that training activities be curtailed in favor of income maintenance programs, an action which is clearly inconsistent with the purposes of the act. Therefore, the prime sponsor will offer work experience only to those in-school youth who will be entering the labor market in a matter of months, and not years, and with a 30% benchmark will continue to serve youth at rates which are greater than their incidence in the eligible population.

I.b.i.i.A. Upgrading Eligibility Determination

The prime sponsor intends to issue a program instruction indicating additional eligibility requirements which will be included in the final plan.

I.b.i.i.B. Numbers and Groups to be Served

It is anticipated that at least 30 participants will be engaged in upgrading activities.

These participants may be members of more than one target group.

I.b.i.i.C. Criteria for Selecting Employers and Occupation

1. The criteria for selecting occupations for upgrading activities are as follows:
 - a. growth industry
 - b. low termination rates
 - c. length of training can be met by CETA
 - d. high demand occupations
 - e. opportunity for career development
 - f. offers year round employment
 - g. increased earnings potential
2. The criteria for selecting employers for upgrading activities are as follows:
 - a. service to significant segments and target groups
 - b. demonstrated effectiveness in the delivery of local employment and training programs
 - c. whether or not the employer is providing training in occupational areas that meet the above criteria in selecting occupations for upgrading activities
3. Preference will be given to employers who provide assurances that for every employee to receive upgrading at least one new participant will be hired into unsubsidized employment at the entry level. In addition, the employer must provide assurances that the filling of the unsubsidized, vocated or lower-level job must occur by or before the time the participant completes training, and the employer will hire from the prime sponsor's pool of eligible applicants or from participant currently enrolled in activities funded under CETA.

Total number of training hours is determined by the skill level of the occupation through utilization of the SVP guidelines (see Section C.I.b.i.c for further details). The occupational areas are listed in Section C.I.b.iid and Attachment C.I.b.i.a-1. The number of training hours per week is determined by the worksite as is the type and amount of direct supervision. Most upgrading sites will be small to medium-sized companies which allow for closely supervised training.

Assurances must be provided, that upgrading activities must teach participants new skills distinct from those possessed upon entering the program, and must be for those occupations in which storages exist.

I.b.i.i.D. Type of Training

1. Classroom Training, OJT, and services planned are consistent with 676.23(a), as well, as the prime sponsor FY'82 Master and Title IIB Plans.
2. The prime sponsor planned to provide upgrading activities in the following occupations:
 - o Electronic Test Technician
 - o Computers
 - o Electronic Assembly
 - o Machine Trades
 - o Health Care

These selected occupations are consistent with those outlined in Section 1(c)(ii) of the FY'82 Master Plan.

I.b.i.i.i.A. Retraining Eligibility Determination

The prime sponsor intends to issue a program instruction indicating additional eligibility requirements which will be included in the final plan.

I.b.i.i.i.B. Number and Groups to be Served

It is anticipated that at least 15 participants will be engaged in retraining activities.

These participants may be members of more than one target group.

I.b.i.i.i.C. Criteria for Selecting Employers and Occupations for Retraining Activities

Refer to Sections C.I.c.i.A and C.I.b.i.C. of this plan.

I.b.i.i.i.D. Type of Training

1. Classroom Training, OJT, and services planned are consistent with 676.23(a), as well as the Prime Sponsor FY'82 Master and Title IIB plans.
2. The Prime Sponsor planned to provide retraining activities in the following occupations:
 - o Computer Machine Repair
 - o Electronics Field

The target group for most of the retraining activities will be laid-off PSE participants. The selected occupations are consistent with those outlined in Section 1(c)(ii) of the FY'82 Master Plan.

I.b.i.i.i.E. Methods for Determining Length of Training

Refer to Section C.I.b.i.A (CRT and occupational training) and Section C.I.b.i.C (OJT) of the FY'82 Title IIB Annual Plan.

C.b.i.i.D. Types of Training

The following charts (Attachment C.I.b.i.A-1) represent a survey conducted of the occupational areas in which training was provided by the Balance of State Subgrantee system during FY'81. Despite reductions in funding FY'82, the Balance of State plans that these occupational areas will represent training activities for FY'82.

The charts reference the occupational DOT Codes, Occupational Area, and the Totals for the Balance of State and Subgrantees. The types of training, (IR) Individual Referrals, etc. are indicated for the Subgrantee providing that activity.

These are the occupational areas in which the Balance of State's subgrantees will be using to provide classroom training, occupational training; on-the-job training; vocational education; work experience; and upgrading and retraining.

The following sections of the plan reference this section:

C.b.i.A through C.b.i.F; C.b.i.H; C.b.ii.D, and C.b.iii.D.

U.S. DEPARTMENT OF LABOR
Employment and Training AdministrationCETA PROGRAM
PLANNING
SUMMARY

A. PRIME SPONSOR'S NAME AND ADDRESS

Mass Balance of State Prime
Sponsor, C.F. Hurley Bldg,
Government Ctr., Boston, Ma 02114

B. GRANT NUMBER

9-25-057-10

C. PERIOD OF GRANT

From 10/1/81

To 9/30/81

FOR REGIONAL OFFICE USE ONLY

D. TYPE OF PROGRAM ("X" appropriate boxes)

TRANS.		OPER.		SEQ.		CONTRACT KEY										MOD. DATE		MOD. TYPE											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
0	0																												

I. PARTICIPATION AND TERMINATION SUMMARY		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15	
		D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

A. TOTAL PARTICIPANTS		26	3160		3950		4634		5267
1. New Participants		31	520		2250		2882		3467
2. Transfers from other Subparts		36	240		300		352		400
3. Participants Carried Over		41	400		1400		1400		1400
B. TOTAL TERMINATIONS		46	2212		2764		3245		3687
1. Entered Unsub. Employ.		51	1438		1796		2108		2396
a. Direct Placement		56	215		268		315		358
b. Indirect Placement: (1) Thru Sponsor		61	139		1423		1670		1898
(2) Other Indirect		66	84		105		123		140
2. Transfers to other Subparts		71	107		134		158		179
3. Additional Positive Terminations		76	225		281		330		375
a. Ret. to/Continue Full-Time School	D	2	26		108		135		180
4. Other Terminations		31	442		553		649		737
C. TOTAL CURRENT PARTICIPANTS (End-of-Quarter)		36	948		1186		1389		1580
1. Active Non-PSE Participants (II-D or VI)		41							

II. SPECIAL CATEGORIES

A. UNSUB. PRIVATE SECTOR PLACEMENTS		46	1438		1796		2108		2396
B. TITLE II - C: (1) Upgrading		51	5		10		15		20
(2) Retraining		56							
C. TITLE IV: (1) GEO Certificate		61							
(2) Academic Credit		66							
(3) Special Mixture Component (YETP)		71							
(4) Limited Services (YETP)		76							
D. SYEP: (1) Vocational Exploration Program	D	3	26						
(2) Summer Entitlement Program		31							
(3) Concurrent Participation In: (a) Title II B/C		36							
(b) YETP		41							
(c) YCCIP		46							

III. PARTICIPATION IN
PROGRAM ACTIVITIES

	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current	a. Total	b. Current
	D	1	2	3	D	1	2	3	D	1
A. Classroom Training (Occup. Skills)	26	1800	470	2250	588	2640	691	3000	786	
B. Classroom Training (Other)	31	720	190	900	237	1056	273	1200	316	
C. On-the-Job Training	36	540	142	675	178	792	209	900	237	
D. Work Experience (In-School)	41	108	28	135	36	158	41	180	47	
E. Work Experience (Other)	46	432	114	540	143	634	166	720	190	
F. Pub. Srv. Employ. (II-D or VI or III-302)	51									
1. PSE Participants in Trng./Services	56									
G. Career Employ. Experience (YETP)	61									
H. Transition Services (YETP)	66									

IV. OTHER ACTIVITIES: Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

V. SIGNIFICANT SEGMENTS (Program Year-to-Date Plan)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A. Male	26	1580	1975	2317	2633	G. 55 & over	26	95	119	139	158																			
B. Female	31	1580	1975	2317	2634	H. W.(N.H.)	31	2623	3279	3847	4372																			
C. 19 & under	36	789	987	1158	1316	I. B.(N.H.)	36	158	197	231	263																			
D. 20-21	41	159	198	233	265	J. Hispanic	41	316	395	464	527																			
E. 22-44	46	1927	2409	2826	3212	K. AI & AN	46	34	43	50	57																			
F. 45-54	51	190	237	278	316	L. A & P.I.	51	20	36	42	48																			

(129) 130X

ETA 2202 (May 1980)

U.S. DEPARTMENT OF LABOR - Employment and Training Administration

BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS
 Massachusetts Balance of State
 Prime Sponsor
 C.I. Hurley Bldg., 4th Floor
 Government Center
 Boston, Massachusetts 02114

B. GRANT NUMBER
 9-25-057-PPD

C. TYPE OF PROGRAM
 VI O VI
 VII O VII
 Other O Other

CONTACT KEY												MOD. DATE	
1	2	3	4	5	6	7	8	9	10	11	12	M	D
0	0	0	0	0	0	0	0	0	0	0	0	08	27
0	0	0	0	0	0	0	0	0	0	0	0	27	80

E. BUDGET SUMMARY COST CATEGORIES												
a. GRANT PROGRAM FUNCTION OR ACTIVITY				ESTIMATED FEDERAL UNEXPENDED FUNDS				NEW OR REVISED FEDERAL BUDGET				1. TOTAL
				b. Total		c. YEIP In School		d. Total		e. YEIP In-School		
				1	2	3	G	1	2	3		
1. Administration												
2. Allowances												
3. Wages												
4. Fringe Benefits												
5. Work Site Supervision												
6. Training												
7. Services												
Totals												
				1	2	3	G	1	2	3		

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)																			
	1	2	3	21				1	2	3	4	5	6	7	8	9	10	11	12
				21	22	23	24												
1. Prime Sponsor Obligations	1	2	3	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11	12
	G	3	26	11,504,250				G	3	26								11,504,250	
2. Total Projected Expenditures by Program		35		6,298,060														11,504,250	
a. Classroom Training, Prime Sponsor		44		4,520,000														11,504,250	
b. On-the-Job Training		53		798,080														7,486,000	
c. PSE		62																1,707,450	
(1) Subsidized Employ. (Wages/Frings)																			
(2) Trng. (Wages/Frings or Allow.)		71																	
(3) Services (Wages/Frings or Allow.)		G	4	26				G	4	26									
(4) Trng. Costs (No compensation)		35																	
(5) Services Costs (No compensation)		44																	
d. Work Experience		53		754,980															
e. Services to Participants		62		225,000															
f. Other Activities		71																	
g. Career Employment Experience		G	5	26				G	5	26									
h. Transition Services		35																	
i. Vocational Exploration Program		44																	
j. Summer Enrollment		53																	
3. Projected Expenditures of Non-Fed. Funds		62																	
a. a. Upgrading		71																	
b. Retraining		G	6	26				G	6	26									
				71,181														71,181	

ETA 5145 (May 1980)

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

OMB Approval No. 4410-155

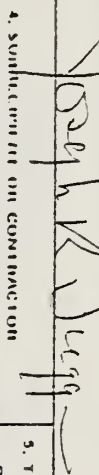
1. GRANT NUMBER

9-25-057-PPD

2. NAME OF FUND SPONSOR LIAISON OFFICIAL

Joseph R. Duggan

SIGNATURE



4. SUBRECIPIENT OR CONTRACTOR

5. TYPE OF AGENCY
OR
ORGANIZATION6. TYPE OF ACTIVITY,
SERVICE OR FACILITY
TO BE PROVIDED

7. TOTAL AMOUNT

8. DURATION OF ACTIVITY/
FINANCIAL AID PERIOD

3. TYPE OF PROGRAM ("X" one)

a. X II - N.C.

b. II II - D

c. II III (Specify)

d. II IV - YEP

e. II VI

f. II VII

g. II Other (Specify)

Norwood/Newton

Sylvania Technical
SchoolPrivate for Pro-
fit Training
InstitutionComputer Electronics
Communication O.J.T.To be deter-
mined

To be determined

JET Spray

Other Private
for ProfitElectronics Assembly
O.J.T.To be deter-
mined

To be determined

Taunton/Attleboro/Plymouth

New Bedford Skills Center

Skills Center

Automotive, Cook/
Chef, and Welding
Skills TrainingTo be deter-
mined

20-26 Weeks

Bristol-Plymouth Region-
al High SchoolPublic Vocational
Educational
InstituteRegistered Nurse
Skills TrainingTo be deter-
mined

43 Weeks

Contingent on R.F.P.

-

Machine Trades
Skills TrainingTo be deter-
mined

12-15 Weeks

Contingent on R.F.P.

-

Electronic Assembly
Skills TrainingTo be deter-
mined

8-12 Weeks

Contingent on R.F.P.

-

Computer Programmer
Skills TrainingTo be deter-
mined

To be determined

Contingent on R.F.P.

-

Data Entry Skills
TrainingTo be deter-
mined

To be determined

Contingent on R.F.P.

-

Electro/Mechanical
Drafting Skills
TrainingTo be deter-
mined

To be determined

Remarks: Fitchburg, Quincy and Southbridge will have all their FY '82 Title IIB programs operated in-house.

Lawrence and Greenfield/Norhampton have not turned in their FY '82 Title IIB program inventories
in time for the submission.

U.S. DEPARTMENT OF LABOR
Employment and Training Administration

SUMMARY OF SUBRECIPIENTS AND CONTRACTORS

1. GRANT NUMBER
9-25-057-PPD

2. NAME OF PUBLIC SPONSOR LIAISON OFFICIAL Joseph R. Duggan SIGNATURE <i>Joseph R. Duggan</i>		3. TYPE OF PROGRAM ("X" one)				8. DURATION OF ACTIVITY/ FINANCIAL AGREEMENT
4. SUBRECIPIENT OR CONTRACTOR		5. TYPE OF AGENCY OR ORGANIZATION		6. TYPE OF ACTIVITY, SERVICE OR FACILITY TO BE PROVIDED		
Chelsea	DEJ	Agency of State Government	O.J.T.		\$ 72,561	12 Months
Hopedale	Blackstone Valley Regional Technical High School	Public Secondary Vocational Educational Institute	Basic Electronic Assembly Skills Training		\$ 28,751	4 Months
Marlboro	Contingent on R.F.P. Contingent on R.F.P. Contingent on R.F.P. Contingent on R.F.P.	- - - -	Vocational Education Vocational Education Vocational Education O.J.T.		\$ 76,980 \$ 76,980 \$ 56,250 \$ 97,035	10 Months 9 Months 12 Months 12 Months
Norwood/Newton	Middlesex Community College	Post-Secondary Public Educational Institution	Computer Technician Skills Training		\$159,549	9 Months
Second Wind/YWCA		Other Private Non-Profit	Clerical Skills Training		\$ 54,510	6 Months

G. TITLE IV SYEP - PRELIMINARY PLAN

SUMMER YOUTH EMPLOYMENT PROGRAM PREPLAN - NARRATIVE STATEMENT

The purpose of the SYEP is to provide eligible youth with useful work and sufficient basic education and institutional training or on-the-job training to assist those youth to develop their maximum occupational potential and to obtain employment not subsidized under CETA. In order to carry out the purpose of the SYEP, the prime sponsor agrees that the expenditures under this Annual Plan subpart will be consistent with the allowable cost provisions in 20 CFR 676.40 and 20 CFR 676.41 and the current implementation regulations for the SYEP.

The Prime Sponsor also agrees that SYEP funds will be expended solely for the purposes described below:

1. report and record preparation and submittal;
2. completion of follow-up activities;
3. completion of evaluations and assessments;
4. audits
5. development of the SYEP Annual Plan subpart;
6. hiring of staff;
7. publication and clearance;
8. worksite development;
9. recruitment, intake and selection of participants;
10. arrangements for support services;
11. dissemination of program information, including orientation;
12. development of coordination between schools and other services; and
13. staff training.

In performing the activities authorized under this subpart, every effort shall be made to coordinate with similar activities in other youth programs under Title IV and youth activities authorized under Title II of the CETA amendments of 1978.

U.S. DEPARTMENT OF LABOR - Employment and Training Administration
BUDGET INFORMATION SUMMARY
A. GRANTEE'S NAME AND ADDRESS
B. GRANT NUMBER
C. TYPE OF PROGRAM

E. BUDGET SUMMARY COST CATEGORIES
Table with columns: a. GRANT PROGRAM FUNCTION OR ACTIVITY, b. Total, c. YETP In-School, d. Total, e. YETP In-School, f. TOTAL

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)
Table with columns: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30

*Source of Funds is FY '81 carry-out which are included in the administrative cost pool.
ETA 5145 (May 1980)

I. TITLE VII, PRIVATE SECTOR INITIATIVE PROGRAM (PSIP)

I. NARRATIVE DESCRIPTION

I.a Results and Benefits:

I.a.i Performance and Placement Goals:

The Prime Sponsor planned to serve approximately 866 participants in FY '82. The goals for these participants are as follows:

<u>Number Served</u>	<u>Number Placed</u>	<u>Number Termination</u>	<u>Number Positive</u>	<u>Other</u>	<u>Number Transfers</u>
866	422	649	69		28

Significant Segement Goals are as follows:

<u>Segment Name</u>	<u>Estimated Percent of (FY '82) Total Served</u>	<u>Planned FY '81 4th Quarter</u>
Male	50.0%	50.0%
Female	50.0%	50.0%
White	80.0%	85.0%
Black	5.0%	6.0%
Hispanic	14.0%	5.0%
Other Race/Ethnic Group	1.0%	4.0%
19 and Under	21.0%	26.0%
20-21	11.0%	11.0%
22-44	47.0%	55.0%
45-54	14.0%	5.0%
55 and Over	7.0%	3.0%
Welfare	31.4%	31.4%
AFDC	23.1%	23.1%
LES	3.1%	3.1%
Displaced Homemakers	5.3%	5.3%
Handicapped	11.4%	11.4%
Offender	13.8%	13.8%

The major difference between planned FY '81 4th Quarter and planned FY '82, is the increased emphasis to minorities and older workers.

Additional participants goal are presented in the following matrix.

<u>Termination Type</u>	<u>Number</u>	<u>Percent</u>
Total Termination	649	100.0%
Total Positive	519	80.0%
Entered Employment	422	65.0%
Other Positive (Including Inter-title Transfers)	97	15.0%
Non-Positive	130	20.0%

Participants goals by program activities are as follows:

<u>Activity</u>	<u># Served</u>	<u>Entered Employment</u>
CRT	745	566
OJT	61	46
Other	60	10

Cost Indicators are as follows:

Cost per participant:	\$2,328
Cost per Positive Termination:	\$2,628
Cost per Entered Employment	\$3,241

I.a.ii Secretary's Performance Standards (Not Applicable)

I.a.iii Other Non-Quantifiable Goals

Non-quantifiable goals/outcomes resulting from Title VII participation include:

1. To provide participants with marketable skills that will enhance their ability to obtain unsubsidized employment;
2. To provide participants with marketing (Job Survival Skills) such as:
 - resume preparation
 - interview skills
 - how to find a job
 - how to keep a job
 - role playing
3. Providing labor market information and counseling on future employability;
4. Providing income for participants and contributing to their self-esteem;
5. To increase coordination between CETA and the private sector;
6. To increase linkages between CETA, labor organizations, educational institutions, and businesses;
7. To develop a more effective job development and placement system; and
8. To increase utilization of local labor market information.

I.b. Approach

I.b.i. Specific Program Activities

The Balance of State Prime Sponsor through its six regional PIC's and subgrantees provides participants with the following array of activities and services.

I.b.i.A. Classroom Training - Occupational Training

Classroom training programs increase the employability and maximize the career development potential of participants by providing them with the skills and related technical information to perform a specific job or group of jobs.

Classroom and skills training will be provided in the following occupational areas:

<u>Occupation</u>	<u>Number of PIC's providing Training</u>
Model Maker	1
Machinist	4
LPN	2
Hi-Tech	1
Secretarial	2
Cable TV Installer	1
Tool & Die	1
Computer Test Tech.	1
Computer Operator/Bookkeeping	1
Phototypesetting	1
Health Care Services	1

It is anticipated that all of training will be provided in classroom size setting.

I.b.i.B. Classroom Training - Other

N/A

I.b.i.C. On-The-Job-Training

On-the-job training (OJT) involves the establishment of apprentice-style training slots within private industry in which CETA reimburses the employer for extraordinary training expenses during a specified period of time. OJT slots are developed with an emphasis upon training in an occupation with positive growth potential within the local labor market, and provides incentive to industry to employ clients after completion of the training period.

Refer to Section C.I.b.I.i.C (OJT) of the Prime Sponsor FY'82 Title II Annual Plan for a complete description of:

1. Methodology for determining training length
2. Standardize method for determining length of training
3. Methods for reimbursement to employers

It is anticipated that OJT slots will be developed in the following occupations:

- o Machine operators
- o Machinist
- o Electronic field

I.b.i.D. Work Experience, In School

N/A

I.b.i.E. Work Experience, Other

N/A

I.b.i.F. Other Activities

It is anticipated that through the RFP process, that the Metro and Southeast Region will in FY'82 provide services to participants in conjunction with the Jobs for Bay State Graduates (JBSG) program. This program will serve CETA-eligible high school seniors who have been identified as less than likely to obtain meaningful employment upon graduation due to lack of job readiness skills.

These high school seniors will receive employability training, remedial/vocational/education training, supplemental support activities career counseling, job placement, post termination services and monitoring. This program; contracted through the local sub-grantees, will be funded through Title VII and Title III (Jobs for American Graduates Inc.) and is operated in conjunction with a local advisory board.

I.b.i.G. Services to Participants

Description of Services

PIC Region

Youth Career Awareness/Job Placement - To Service in-school and out-of-school youth through vocational and personal counseling, development of resume writing and job interviewing skills and job development. These services will help to supplement 'participants' employability skills.

Southeast and Metro

Lower Merrimack Valley Youth Jobs Center - Services rendered by the Youth Jobs Center will include: intake, referral, labor market information and individual career planning. The goals of Youth Jobs Center will be:

LMVIAC

1. To provide central intake for youths ages 14-22 seeking employment and/or training.
2. To aid the applicant in developing his/her individual career goals.
3. To outline steps toward achievement of those goals (EDP).

4. To provide work habits and attitudes training to those whose work habits and attitudes constitute a barrier to private sector employment.
5. To facilitate enrollment in training/education (be it CETA or non-CETA) in order to enhance employability.
6. To provide individual job development and job matching when appropriate.
7. To provide follow-up, advocacy, etc. with community service agencies as needed to alleviate social, psychological and health problems which constitute individual barriers to employment.

Refer to the FY'82 Master Plan or the Title IIB Annual Plan for a more detail description of the Prime Sponsor supportive services and allowance system.

I.b.i.i.A. Upgrading Eligibility Determination

The prime sponsor will issue a program instruction indicating additional upgrading eligibility determination criteria which will be included in the final plan document.

I.b.i.i.B. Numbers and Groups to be Served

It is anticipated that at least 30 participants will be engaged in upgrading activities.

These participants may be members of more than one target group.

I.b.i.i.C. Criteria for Selecting Employers and Occupation

1. The criteria for selecting occupations for upgrading activities are as follows:
 - a. growth industry
 - b. low termination rates
 - c. length of training can be meet by CETA
 - d. high demand occupation
 - e. opportunity for career development
 - f. offers year round employment
 - g. increased earnings potential
2. The criteria for selecting employers for upgrading activities are as follows:
 - a. service to significant segments and target groups;
 - b. demonstrated effectiveness in the delivery of local employment and training programs; and
 - c. whether or not the employer is providing training in occupational areas that meet the above criteria in selecting occupation for upgrading activities.
3. Preference will be given to employers who provide assurances that for every employee to receive upgrading at least one new participant will be hired into unsubsidized employment at the entry level. In addition, the employer must provide assurances that the filling of the unsubsidized, vacated or lower-level job must occur by or before the time the participant completes training, and the employer will hire from the prime sponsor's pool of eligible applicants or from participants currently enrolled in activities funded under CETA.

Assurances must be provided, that upgrading activities must teach participants new skills distinct from those possessed upon entering the program, and must be for those occupations in which shortages exist.

I.b.i.i.D. Type of Training

1. Classroom Training, OJT, and services planned are consistent with 676.23(a), as well, as the prime sponsor FY'82 Master and Title IIB Plans.
2. The prime sponsor planned to provide upgrading activities in the following occupations:
 - o Electronic Test Technician
 - o Computers
 - o Electronic Assembly
 - o Machine Trades
 - o Health Care

These selected occupations are consistent with those outlined in Section 1(c)(ii) of the FY'82 Master Plan.

I.b.i.i.i.A. Retraining Eligibility Determination

A program instruction containing prime sponsor policy is being developed and the final policy will be included in the final plan.

I.b.i.i.i.B. Number and Groups to be Served

It is anticipated that at least 15 participants will be engaged in retraining activities.

These participants may be members of more than one target group.

I.b.i.i.i.C. Criteria for Selecting Employers and Occupations for Retraining Activities

Refer to Section I.b.i.i.C. of this plan.

I.b.i.i.i.D. Type of Training

1. Classroom Training, OJT, and services planned are consistent with 676.23(a), as well as the Prime Sponsor FY'82 Master and Title IIB plans.
2. The Prime Sponsor planned to provide retraining activities in the following occupations:
 - o Computer Machine Repair
 - o Electronics Field

The target group for most of the retraining activities will be laid-off PSE participants. The selected occupations are consistent with those outlined in Section 1(c)(ii) of the FY'82 Master Plan.

I.b.i.i.i.E. Methods for Determining Length of Training

Refer to Section C.I.b.i.A (CRT and occupational training) and Section C.I.b.i.C (OJT) of the FY'82 Title IIB Annual Plan.

I.b.i Employment Generating Services

I.E.2.	<u>Description of Activity</u>	<u>Cost</u>	<u>PIC Region</u>
	LMVIAC Coordination NAB/BRA - Lower Merrimack Valley Industry Advisory Council - The Industry Advisory Council Coordinator will establish linkages with Chambers of Commerce in Lawrence, Haverhill and Newburyport, the Lawrence CETA subgrantee and the Balance of State prime sponsor. The IAC coordinator will also be working with agencies and companies within the Merrimack Valley.	\$31,300	LMVIAC
	Employer Assistance Services Units - Project EASY - EASY will serve as the primary vehicle for communication and cooperation between participating industry and the local CETA system. To accomplish its mission EASY will coordinate the following program components: 1. Industry/Education Relations; 2. Public Information Services; 3. Technical Assistance Services; 4. Employment and Training Services and Information and 5. Complete a Job Survey.	\$56,340	LMVIAC
	Other employment generating services provided by the other 5 regional council consist of planning, coordinating and marketing of various services designed to increased private sector involvement in the planning, designing and operations of employment and training program. These services may include the following; 1) undertaking employer surveys to identify the skilled labor needs of businesses in their respective regions; 2) counseling and providing technical assistance regarding management and administrative problems associated with employment and training programs involving small businesses; 3) increasing opportunities for upgrading from entry level jobs by providing counseling and other services to employees and employers beyond initial training periods; and 4) disseminating information to private employers so that they may more fully utilize CETA.	\$212,360	All (except LMVIAC)

3.E.4. (Not Applicable)

As more information become available regarding Employment Generating Services, it will be incorporated into the final plan.

I.b.i.i. Selection of Occupational Training Areas

<u>1. Methods used to evaluate Job Market</u>	<u>PIC Region</u>
Labor Market Information Planning package FY'82 - for appropriate subgrantees prepared by Policy and Evaluation Division Department of Manpower Development	Western
Labor Market Survey prepared by Southeastern Massachusetts University's Center for Research and Business Activity	Southeast
Industry Employment Data Report (Division of Employment Security (ES-202), ESARS	Metro Northeast
Massachusetts High Technology Council - Survey on Human Resource Needs	Metro Center
Local Chamber of Commerce	Northeast
Survey of Growth Industries and Occupations in the Lower Merrimack Valley Area, September 1980 and LMVIAC Needs - Attitudes Survey.	LMVIAC

2 & 3. Standards for Occupational Training

Refer to Section C.I.b.i.A and C.I.b.i.C. of the FY '82 Title IIB Annual Plan. The selected occupations are consistent with those outlined in Section 1(c) (ii) of the FY'82 Master.

I.C. PRIVATE INDUSTRY COUNCIL

I.C.i PIC Membership:

The Massachusetts Balance of State Private Industry Council membership list is attached. The PIC composition contains the required representation, as stated in Section 679.3-2. The PIC chairperson, Dr. James Howell, is identified by an "*" in front his name. Dr. David Cronin, the Educational Representative has extensive hands-on experience in vocational training. In addition, he is also a member of the State Employment and Training Council, and the Chief resource person regarding 6% Vocational Education grants.

Private Industry Council Members shall be appointed by the Prime Sponsor upon the recommendation of the Private Industry Council. Each member shall hold office until he dies, resigns, or is removed from membership by the Prime Sponsor with the concurrence of the Private Industry Council. Staff shall be provided by the Prime Sponsor.

The jurisdiction served by the PIC is divided into six regions, each with a Regional Council. The Regional Councils serve the following Subgrantee jurisdictions under the Massachusetts Balance of State Prime Sponsor.

Lower Merrimack Valley - serving the Lawrence Subgrantee area;
Northeast - serving the Chelsea, and Medford Subgrantee areas;
Metro - serving the Newton, Norwood and Quincy Subgrantee areas;
Southeast - serving the Taunton/Attleboro/Plymouth and Yarmouth Subgrantee areas;
Central - serving the Hopedale, Marlboro, and Southbridge Subgrantee areas;
Western - serving the Greenfield and Northampton Subgrantee areas; and the Montachusets Employment and Training Program Inc,

Membership on Regional Councils should include the same composition as the BOS PIC. In addition, the Subgrantee Directors within the Region may be ex-officio members of the regional council.

I.C.ii. Staff Arrangements

Due to a reduction in CETA funds which resulted in the reduction of PIC staff, the BOS PIC is in the process of reorganization. The Prime Sponsor and the PIC are currently engaged in the process of negotiating the division of roles and responsibilities between the Prime Sponsor staff and the PIC staff.

The preliminary plans are as follows: A program operator will be selected to hire and train the PIC staff. The PIC staff may consist of a Director, Assistant Director, supervisor, and Regional field staff. The PIC staff will be located in a separate facility from that of the Prime Sponsor. The PIC staff functions will consist of planning, coordinating, evaluating and marketing Title VII activities.

It is anticipated that these negotiations will be finalized by August 1; the PIC staff hired by September 1; and after some training, fully operational by October 1. During the transition period, the PIC staff functions will be divided between the CETA Director's office and the Field Operations unit. The major objective of this reorganization is to provide the PIC with more flexibility and direct control over its staff and program, while at the same time providing the prime sponsor with more oversight over program operations. As more information becomes available, it will be included in the plan.

I.C.iii PIC Functions:

The actual operational oversight of all training programs will be the responsibility of the Prime Sponsor. However, the BOS PIC, through its sub-councils, will exercise its prerogative in recommending specific activities and/or vendors for particular programs and/or services, as appropriate. By agreement with the Prime Sponsor, additionally, the PIC will be the recipient of all evaluation data for Title VII programs and for comparable other prime sponsor programs.

The division of labor between the BOS PIC and its regional subcouncils will be as follows:

(1) Balance of State PIC functions:

- (a) Central Planning and Coordination
- (b) Employment generating and other programs (discretionary)
- (c) Review/approval of subcouncils' proposals
- (d) TJTC oversight
- (e) Public advocacy for employment and training system.
- (f) Review and comment on the Prime Sponsor plan.

(2) BOS PIC Subcouncils functions:

- (a) Program planning/development for regional allocations
- (b) Assist subgrantee with special programs
- (c) Advocacy for special projects
- (d) Review and comment on Subgrantee plans (Other Titles).

I.C.iv PIC-TJTC Coordination:

The BOS PIC has determined that the Targeted Jobs Tax Credit program to be of priority in FY '82. These priorities are as follows:

1. To increase coordination between BOS PIC and the Division of Employment Security (DES), the agency responsible for the administration of the certifications;
2. An agreement with the Division of Employment Security to provide BOS PIC with monthly statistics on certifications broken out by Subgrantee areas, so that;
3. The BOS PIC can perform an evaluation of the TJTC program. In addition subgrantees are required to report monthly to the Prime Sponsor all TJTC activity for that month. If activity falls below acceptable expectations, BOS/PIC will engage in cooperative efforts to increase employer awareness and acceptance of the program;

4. To act in an advocacy role before state and federal officials to improved or streamline the current procedures of certification, should this be appropriate;
5. To increase coordination between BOS PIC and local labor organizations; and
6. To increase emphasis to publicizing and marketing the TJTC program.

I.C.V PIC Organizational Position:

The Massachusetts Balance of State Private Industry Council currently operates as an independent body under the appointing authority of the Prime Sponsor. It is self-governing, subject to the mandate of CETA legislation, the regulations, and policies of the Prime Sponsor. The PIC, with the concurrence of the Prime Sponsor, selects programs for funding under Title VII of the Act.

The Balance of State Private Industry Council will closely coordinate with the Prime Sponsor in regard to all programs under its jurisdiction. Programs will be operated, in all instances, through the existing subgrantee service delivery system. Subgrantees, upon approval of the PIC, execute all actions necessary to implement the program (i.e., outreach, intake, contracting, etc.) and oversee its operation according to established procedures. The extent of this coordination has increased as the PIC has become regionally organized and receives input from its subcouncils. This formal consultation will be supplemented by a more formal agreement between the BOS Planning Council and the BOS PIC which will permit reciprocal impact on each other's decisions.

The Balance of State Private Industry Council has voted to function as an independent body. It will assist in assessing the skilled labor needs of private sector employers and insuring that CETA Title VII employment and training programs are designed to meet these needs. As a body, it will be eligible for funding other than, and in addition to, public funds and consequently will be able to provide better services to the unemployed and under-employed throughout the Balance of State and more effectively respond to employer's exact needs, thus stimulating the economic development of the state.

I.C.vi PIC Coordination with Youth Council and other Agencies and Committees

To facilitate the dissemination of information between the PIC and PSPC, each chairperson will be an ex-officio member of each other's boards. Regarding coordination with the PIC, the chairman of the PSPC is a voting member of the PIC as are two additional planning council members. The Job Training Subcommittee of the PSPC is staffed by the PIC staff and is regularly updated on PIC activities. The Job Training Subcommittee will review the Prime Sponsor Title VII Plan and provide its recommendations to the PSPC on the plan. (Also see the Master Plan)

Additional coordination involves:

- o The Prime Sponsor Youth Subcommittee to address youth programming issues;
- o National Association of Business and Small Business Association of New England to obtain business input into the planning process;
- o The Human Resource Development Institute to obtain human resource input into the planning process.

I.C.viii Multi-Jurisdiction PIC (Not Applicable)

MASSACHUSETTS BALANCE OF STATE PRIVATE INDUSTRY COUNCIL

MEMBERSHIP LIST

Mr. Richard Alberding
General Manager
Hewlett-Packard Company
175 Wyman Street
Waltham, MA 02154
890-6300

Mr. James Boyd
President
Boyd Corporation
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935-9165

Mr. Leon Bunk
Commissioner
Taunton Conservation Commission
1298 Cohannet
Taunton, MA
822-6963

Dr. David Cronin
Associate Commissioner
Massachusetts Department of
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727-5740

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Private Industry Council Membership List (Con't)

- 2 -

Mr. Carleton Merrill
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Mr. Osborne)
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890-2000

U.S. DEPARTMENT OF LABOR - Employment and Training Administration
BUDGET INFORMATION SUMMARY
A. GRANTEE'S NAME AND ADDRESS
B. GRANT NUMBER
C. TYPE OF PROGRAM

E. BUDGET SUMMARY COST CATEGORIES
Table with columns: 1. Administration, 2. Allowances, 3. Wages, 4. Fringe Benefits, 5. Work Site Supervision, 6. Training, 7. Services, 8. Totals. Sub-headers: a. GRANT PROGRAM FUNCTION OR ACTIVITY, b. Total, c. YETP In-School, d. Total, e. YETP In-School, f. TOTAL.

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)
Table with columns: 1. Prime Sponsor Obligations, 2. Total Projected Expenditures by Program, 3. Classroom Training, Prime Sponsor, 4. On-the-Job Training, 5. PSE, 6. Subsidized Employ. (Wages/Fringes), 7. Trng. (Wages/Fringes or Allow.), 8. Services (Wages/Fringes or Allow.), 9. Trng. Costs (No compensation), 10. Services Costs (No compensation), 11. Work Experience, 12. Services to Participants, 13. Other Activities, 14. Career Employment Experience, 15. Transition Services, 16. Vocational Exploration Program, 17. Summer Enrollment, 18. Projected Expenditures of Non-Fed. Fund, 19. a. Upgrading, 20. b. Retaining. Includes quarterly data (1-4) and totals.

NOA Admin. 2,116,000
NOA Program 529,000
Total Availability 2,645,000
NOA Program Plus Carry-in 1,587,000
Total Availability 4,232,000

Title VII:

A summary of subrecipients and contractors:

1. Contracts from Fiscal Year 1981 which terminate during Fiscal Year 1982.

The following contractors and subrecipients will operate programs during Fiscal Year 1982 which began during Fiscal Year 1981:

<u>Contractor</u>	<u>Program Title</u>	<u>FY '81 Total Obligation</u>	<u>FY '82 Carry-In</u>
Norwood CETA	Secretarial Allow.	87,432	37,595
Newton/Wentworth Inst.	Computer Tech.	153,089	38,089
Med./Women's Enterprises	Women in Electronic	90,210	6,061
Med./Women's Ent. (Disc.)	Women in Electronics	70,400	66,200
Chelsea CETA (Discret.)	Machine Operator	32,000	30,576
Med./ULEM (Discretionary)	Older Worker Program	47,245	43,407
Southbridge/Boniface	Machinist	195,306	66,733
Jewelry Institute	Jewelry Model Making	84,978	15,000
Yarmouth/U.S. Spring	Spring Maker		15,548
Lawrence/Polo Clothing	Stitching		15,000

2. New Contractors and Subrecipients

Due to staff layoffs resulting from mid-year funding reductions, there has been no formal staff support for the PIC since July, 1981. The job vacancies are currently posted and should be filled before the start of the Fiscal Year 1982. Although this staffing shortage has precluded the completion of the selection and procurement process for next year, the following describes our efforts to date:

- a) Draft Regional Plans identify the following contractors (exclusive of carry-in obligations).
 1. Greater Lawrence Regional Vocational Technical High School for LPN training at a cost of \$31,560.
 2. National Alliance of Business/Border Regional Alliance for private sector coordination at a cost of \$31,300.
 3. Lawrence Chamber of Commerce and Haverhill Chamber of Commerce for Project EASY and a cost of \$56,340 (28,170 each).

4. Lawrence Community Action for a Youth Job Center at a cost of \$15,650.

- b) A Notice of Fund Availability (NOFA) for each Regional Council (attached) was posted in newspapers. There were eighteen newspapers throughout the Balance of State jurisdiction. The deadline for receipt of proposals is 8/31/81. It is anticipated that the newly hired PIC staff will review the proposals and seek approval from the PIC for those appropriate during the month of September. A list of the successful bidders and selected contractors will be forwarded to the Department of Labor as soon as possible thereafter.
- c) We will forward additional information about classroom training slots (Question 6). Employment Generating Services (Question 7), and significant segment groups to be upgraded (Question 9) as proposals are approved and contracts executed.

K. ADMINISTRATIVE ANNUAL PLAN SUBPART

AUDIT SCHEDULES FOR TITLES IID, VI, YETP AND YCCIP

The Department currently has audited all titles through September 30, 1979. Naturally the only effective and economical audit is one of all titles for a particular fiscal year. The Department intends to audit FY '80 and FY '81 funds in accordance with the following schedule. Both years will be audited in one procurement.

<u>EVENT</u>	<u>PROJECTED DATE</u>
1. a. develop RFP	July 1, 1981
b. Mail RFP	July 15, 1981
c. Advertise RFP	July 15, 1981
2. Bidder's Conference	July 22, 1981
3. Revise RFP, if necessary	July 31, 1981
4. Proposals Due	August 31, 1981
5. a. Evaluation	September 7, 1981
b. Recommendation	September 7, 1981
c. Notification	September 7, 1981
6. Conference with Finalists	September 14, 1981
7. Revised Proposals Due	September 30, 1981
8. a. Evaluation	October 7, 1981
b. Recommendation	October 7, 1981
c. Notification	October 7, 1981
9. Contract Negotiations	October 22, 1981
10. Contract Signed	October 31, 1981
11. Training	November 7, 1981
12. Audit Commenced	November 15, 1981
13. Field Work Ends	February 15, 1982
14. Draft Report Due	March 1, 1982
15. Final Report Due	April 15, 1982

PROJECTED CLOSE-OUT ACTIVITIES AND COST FOR TITLE IV, YCCIP AND YETP

	<u>ACTIVITY</u>	<u>COST</u>
1.	Audits	\$120,000
2.	Routine Financial Settlement	60,000
3.	Annual Leave for Staff and Participants	65,000
4.	Final Property Inventory and Disposition	70,000
5.	UI for Staff	100,000
6.	Complaints and Grievances	15,000
7.	Public Relations	25,000
	Total	<u>\$455,000</u>

PROJECTED CLOSE-OUT ACTIVITIES AND COST FOR TITLE IID & VI

Below is a list of close-out activities which will take place in FY '82 and the estimated costs.

<u>ACTIVITY</u>	<u>COST</u>
1. Audits	\$400,000
2. Routine Financial Settlement (staff costs)	110,000
3. Annual Leave for Staff & Participants	200,000
4. Final Property Inventory & Disposition	130,000
5. UI for Staff	200,000
6. Complaints & Grievances	30,000
7. Public Relations	50,000
8. Job Search for Participants Enrolled in Hold on 9/30/81	40,000
Total	\$1,160,000
Funds Available for Close-out Activity	\$ 817,380
Deficit	\$ 342,620

1. The Massachusetts BOS intends to use all YCCIP/YETP FY '81 carry-in for administrative close-out costs under the Act. If insufficient funds are available, general administrative cost pool funds will be used.
2. September 25, 1981, will be the last planned date for the delivery of YCCIP/YETP activities and services for fiscal year 1981.

Reduction of Staff

Plans are now under way to structure a retraining program in IIABC for appropriate staff who are laid off as a result of closing out CETA subparts. Lay-off's of administrative and program staff have occurred throughout the system and additional reductions in force are anticipated.

Property Settlement and Disposition for YETP and YCCIP

The following steps will be utilized in the property settlement process:

1. DMD Property Unit provides copy of most recent computerized property list.
2. Schedule and perform physical inventory of all contractor and sub-grantee property.
3. Reconciliation of physical inventory to computerized listing/listing updated.
4. Property settlement and disposition (non-expendable):
 - a. Recovery of property from contractors as required
 - b. Identification of lost, destroyed or otherwise unaccounted for property
 - c. Submission of requests for relief of accountability on items in (b)
 - d. Identification of property to be returned to federal government or sold
5. Cancellation of leases for equipment/premises which are not to continue to utilized by new subgrantee. (Penalties resulting from cancellations are unallowable.)

BUDGET INFORMATION SUMMARY

A. GRANTEE'S NAME AND ADDRESS

A. GRANTEE'S NAME AND ADDRESS
Massachusetts Balance of State
Charles F. Hurley Bldg., 4th Floor
Boston, Mass. 02114

D. GRANT NUMBER

25-1-057-PP

C: TYPE OF PROGRAM (X=one)

U - B, C

0110

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[illegible]

E. BUDGET SUMMARY COST CATEGORIES

[illegible]

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES (For Quarter Ending)

	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25
1. Prime Sponsor Obligations	G	3	26						G	3	26						G	3	26					
2. Total Projected Expenditures by Program																								
a. Classroom Training, Prime Sponsor			35								35								35					
b. On-the-Job Training			44								44								44					
c. PSE			53								53								53					
(1) Subsidized Employ. (Wages/Fringes)			62								62								62					
(2) Trng. (Wages/Fringes or Allow.)			71								71								71					
(3) Services (Wages/Fringes or Allow.)	G	4	26						G	4	26						G	4	26					
(4) Trng. Costs (No compensation)			35								35								35					
(5) Services Costs (No compensation)			44								44								44					
d. Work Experience			53								53								53					
e. Services to Participants			62								62								62					
f. Other Activities			71								71								71					
g. Career Employment Experience	G	6	26						G	6	26						G	6	26					
h. Transition Services			35								35								35					
i. Vocational Exploration Program			44								44								44					
j. Summer Enrollment			53								53								53					
3. Projected Expenditures of Non-Fed. Funds			62								62								62					
4. a. Upgrading			71								71								71					
b. Retraining	G	6	26						G	6	26						G	6	26					

BUDGET INFORMATION SUMMARY BACKUP
FOR THE ADMINISTRATIVE COST POOL

25-1-057-PP

NAME AND ADDRESS OF GRANTEE (No., Street, City, State, ZIP Code)

Massachusetts Balance of State
Charles F. Hurley Bldg, 4th Floor
Boston, Massachusetts 02114

TITLE OR ANNUAL PLAN SUBPART (A)	ADMINISTRATIVE CONTRIBUTION (B)	ANNUAL ALLOCATION (NOA + Reallocation) (C)
II. B, C	3,834,750*	15,339,000
II. D		
II. Special Grant to Governors		
Vocational Education		
III. Section 302		
IV. YETP		
IV. YCCIP		
IV. SYEP		
IV. Governors' Statewide Youth Program		
VI.		
VII.	529,000*	2,116,000
Others (Specify):		
Carry In	971,879	
TOTAL ADMINISTRATIVE CONTRIBUTION	5,335,629	

The administrative cost percentages are listed below:

TITLE	MAXIMUM ALLOWABLE PERCENTAGE	FEDERAL REGISTER REFERENCE
All titles except those noted below	20	676.40-2
II - Special Grant to Governors Vocational Education	Not limited to 20 20	677.40 677.39
II - D	10	677.58
VI - PSE	15	678.8
IV - YCCIP	5 for Prime Sponsors 9.5 for Projects	680.113

*This reflects a 25% rate of administrative cost needed to pay the extra ordinary phase down and close-out expenses. ETA 5145C (May 1980)

A copy of the Notice of Publication follows.
This notice will appear in major newspapers
serving Boston, Springfield, Worcester,
Berkshire County, and Lowell.

NOTICE OF PUBLICATION OF THE MASTER PLAN AND ANNUAL PLAN GRANT APPLICATION OF THE COMMONWEALTH OF MASSACHUSETTS, BALANCE OF STATE FOR FEDERAL ASSISTANCE UNDER THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT, PUBLIC LAW 95-524.

The Commonwealth of Massachusetts Executive Office of Economic Affairs acting as Prime Sponsor for Balance of State under the Comprehensive Employment and Training Act amended in 1978, has submitted Section B of the Comprehensive Employment and Training Plan (CETP) to the U.S. Department of Labor, John F. Kennedy Building, Boston, Mass.

The Master Plan and Annual Plan are available for review at the Executive Office of Economic Affairs, Department of Manpower Development, Charles F. Hurley Building, 4th Floor, Government Center, Boston, Massachusetts 02114, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday from July 2, 1981 through August 15, 1981. All comments and questions should be directed to Joseph R. Duggan, Executive Director, Charles F. Hurley Building, 4th Floor, Government Center, Boston, Massachusetts, 727-7668, and should be made in writing.

Subsequent modifications to the Comprehensive Employment and Training Plan will not be subject to these publication requirements. Interested groups, organizations, or individuals may notify the Prime Sponsor of their desire to review any subsequent modification during the grant year. SUMMARY OF MASSACHUSETTS COMPREHENSIVE EMPLOYMENT AND TRAINING ACT OF 1973. (P.L. 95-524) TITLES IIABC, SYEP PRE-PLAN, AND VII GRANT APPLICATION.

Geographical Area:

This plan will serve residents of the Balance of State area which encompasses those cities and towns not covered by the local Prime Sponsors and is divided into 12 units designated as subgrantees. Balance of State is an aggregate of the 12 subgrantees and excludes residents of the local Prime Sponsor cities of Boston, Brockton, Cambridge, Fall River, Lowell, Pittsfield, New Bedford, Salem, Springfield, Worcester and their surrounding municipalities.

CETA Program Planning Summary:

Grantee Name and Address:	Executive Office of Economic Affairs Balance of State CETA Prime Sponsor Charles F. Hurley Building, 4th Floor Boston, Massachusetts 02114
Grant Number:	25-7-057-10
Grant Year:	From October 1, 1981 to September 30, 1982
Type of Program:	Titles II ABC, IV-SYEP, and VII
Source of Funds:	Employment and Training Administration Department of Labor Boston, Massachusetts 02114
Amount of Grant Allotment:	Title II ABC \$15,339,000 Title VII \$ 2,116,000 Title IV-SYEP Pre-Plan
Purpose of Grant:	To provide opportunities for training and employment for low-income unemployed and underemployed persons with limited educational and vocational skills and persons possessing significant barriers to employment.

For information regarding individual subgrantee allocation, contact the Balance of State CETA Administration Office at 727-7668 and request the location and telephone number for each subgrantee. Subgrantees advertise their plan summaries locally.

SUBPART L: Annual Plan Subpart for Planning Council Recommendations

The Balance of State Annual Plan and Master Plan for FY '82 was made available to all members of the Prime Sponsor Planning Council on July 22, 1981. Prior to that date, program emphasis and performance standards had been shared with the Planning Council and its appropriate subcommittees throughout the program year, as they were developed into Prime Sponsor policy.

The Planning and Evaluation Subcommittee of the Council held an open meeting on August 20, 1981 to elicit comments and discussion prior to making recommendations to the full council. Those comments were presented by the Subcommittee to the Planning Council's Executive Committee on August 27, 1981.

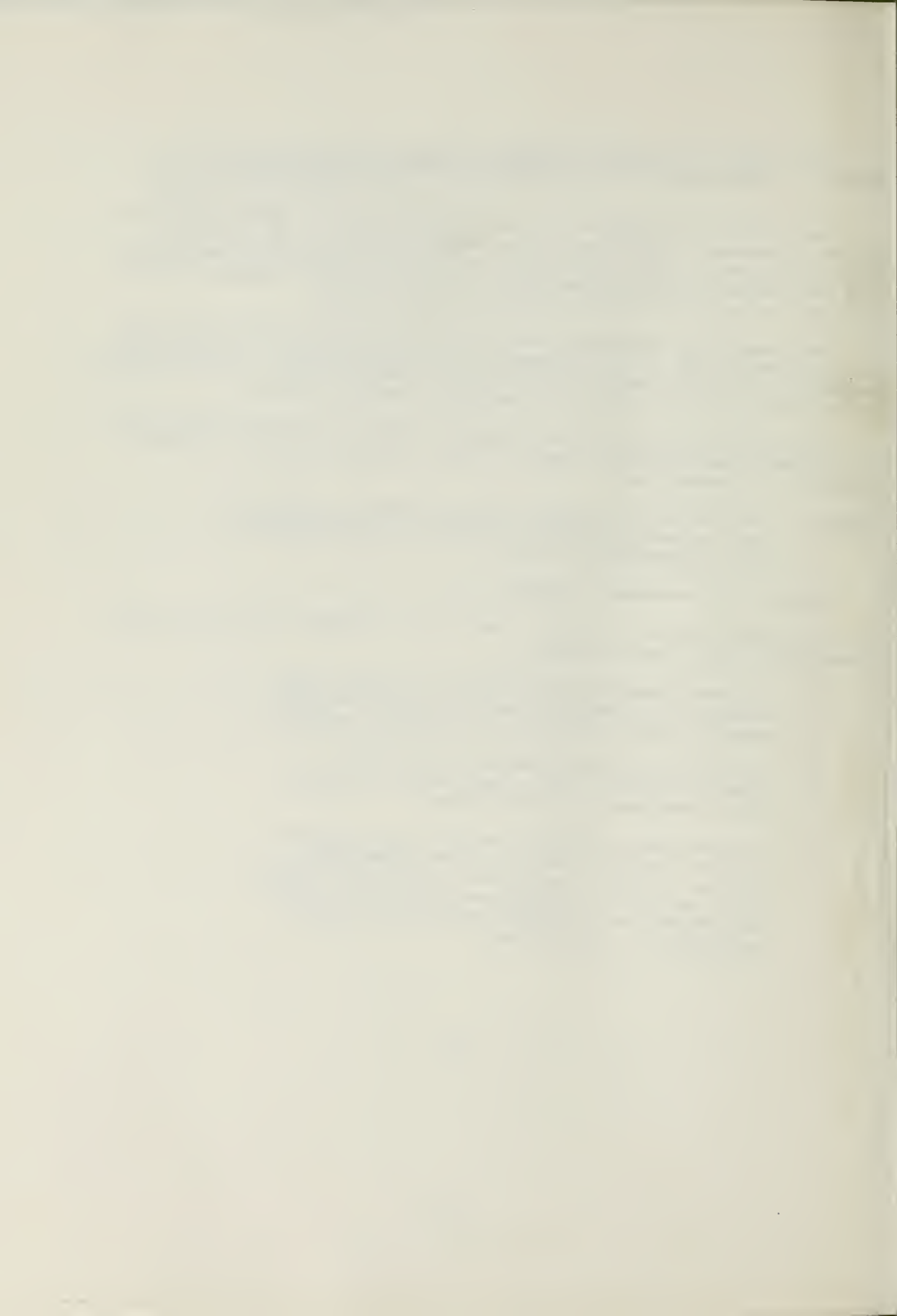
The Executive Committee of the Planning Council, in a special meeting open to all Council members held on August 27, 1981, discussed in detail the Prime Sponsor FY '82 Annual Plan.

MOTION: The Prime Sponsor Planning Council accepts and endorses the draft Balance of State FY '82 Annual Plan as submitted to the U.S. Department of Labor.

Seconded and unanimously approved.

The Council had the following comments to be addressed by the Prime Sponsor during the course of the fiscal year.

- 1) The Prime Sponsor should continue to develop strong linkages and a sharing of resources with other state agencies during this period of diminishing resources.
- 2) The Prime Sponsor should adjust the Title VII planning process so that a more complete, detailed plan is available in a timely manner.
- 3) The Prime Sponsor should consider the development of a policy clarifying services shared between Subgrantees. Specific concern was raised about participants residing in one subgrantee jurisdiction having services offered by another subgrantee or another prime sponsor, if appropriate.



Supplement to Annual Plan - Documentation for Request for Waiver of Administrative Cost Limitation

(a) Actions already taken to reduce administrative costs during and from Fiscal year 1981:

1. Actual Reductions:

- . Subgrantees:
 - Layoff of over 250 administrative staff among all Subgrantees (eg. Lawrence 40 - Medford 38)
 - Restrictions on hiring of new staff.
 - Consolidation of Area Offices within these Subgrantees: Chelsea, Gardner, Lawrence, Quincy, Medford.
 - Cost effective practices regarding procurement and use of equipment, consolidation of functions.
 - Consolidation of Taunton and Plymouth Subgrantees into one Subgrantee resulted in cost savings.
- . Central Office:
 - Reduction of Staff from 240 to 113 individuals.
 - Accompanying 50% reduction in space.
 - Hiring restrictions (priority on internal hiring)
 - Consolidation of functions and elimination of distinct units. (eg. Elimination of distinct Youth Unit and Employment and Training Unit)
 - Cost effective policies (eg. Elimination of 50% of Mag Card Typewriters)
 - Reduction in Operating budgets due to the decrease in funding from FY'80 to FY'81 from \$21 million to \$11 million.

2. Impact of reductions: To lower administrative costs:

The overall impact of the actions described above was to reduce the incidence of administrative costs to a level which corresponded with our administrative funding limit. Considering the fact that the reduction was from \$21 million in FY'80 to \$11 million in FY'81, it is clear that some very difficult decisions had to be made.

(b) Currently planned additional reductions to be taken to further reduce administrative costs in FY'82:

1. Projected Reductions:

Subgrantees:

- Consolidation of Norwood and Newton Subgrantees
- Consolidation of Greenfield and Northampton Subgrantees
- Mandated use of existing Skill Centers (Norwood - Quincy) (Medford - Chelsea)
- Additional staff reductions based upon probable additional FY'82 cuts.
- Cost effective measures: (consolidation of duties/ eliminate excess equipment)

Central Office:

- Reorganization of Units and Consolidation of Duties
 1. IMU/Audit with A & F
 2. Planning with Operations
 3. Payroll with Accounting
- Disposal of excess equipment
- Reductions in purchase of supplies
- Projected staff reductions from additional funding cuts.
- Related cost effective measures

2. Impact of Reductions projected in FY'82:

The implementation of these projected FY'82 reductions will, as in FY'81, assist the Prime Sponsor in conducting its operations within the available administrative limit. It will not however resolve the problems created by inflation increased emphasis on Grants Management and reduced allocations.

(c) Current Organizational Plan Analysis:

- (1) An organizational chart is attached for FY'82.
- (2) A staffing list is attached.
- (3) A list reflecting FY'81 vs. FY'82 costs is attached.

(d) Extraordinary Costs affecting Administrative Expenses:

- (1) Closeout of PSE Titles II D and VI.
- (2) Closeout of Newton Subgrantee. (Norwood takeover)
- (3) Closeout of Northampton Subgrantee (Greenfield takeover)
- (4) Biennial Audit FY'80 and '81.

(e) Impact if the Waiver is not Granted:

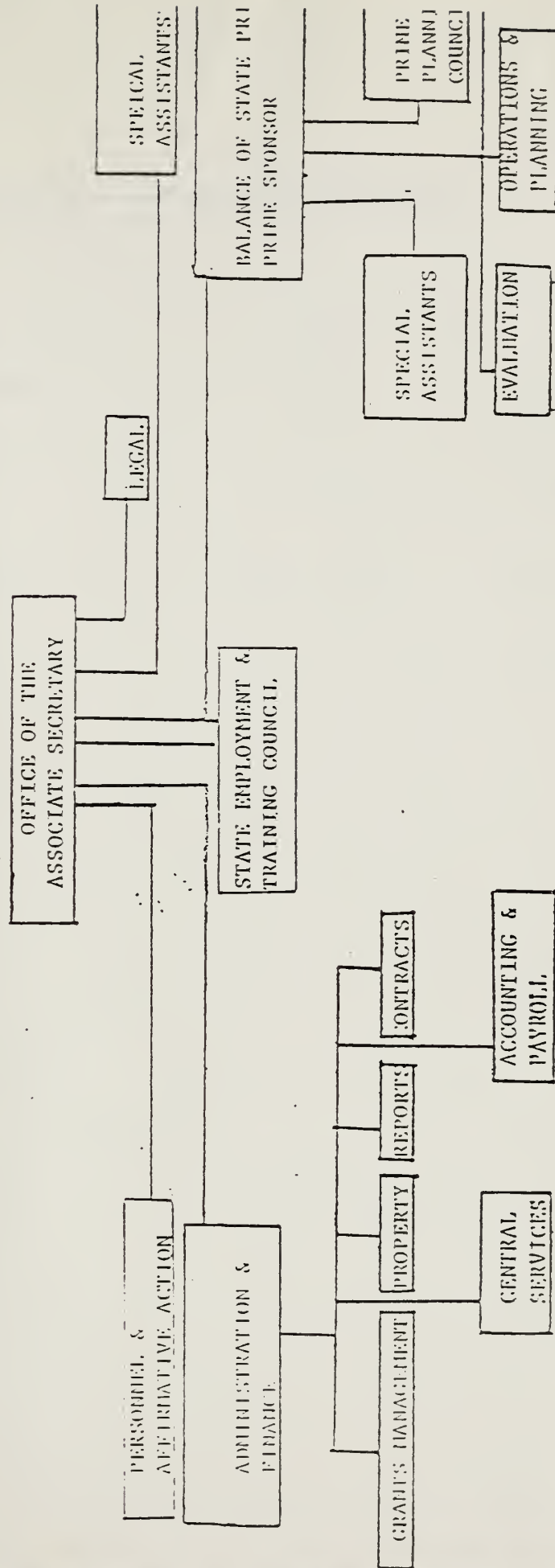
- (1) Continuity of programs will be seriously affected
- (2) Reduced ability to conduct required administrative functions through loss of staff (ie. monitoring, IMU, etc.)

The granting of this waiver to the 20% administrative limit will neither eliminate our projected shortfall nor solve the problems described in the attachment. It will, however, afford greater flexibility and increased opportunities to address this very complex problem. Both at the central office and at the subgrantees, we are continuing to make the very difficult decisions necessary to adjust to the deep administrative cuts. Efforts are under way to analyze current administrative resources and their use in order to identify those additional costs which can be eliminated or reduced. A system has been developed to track lag funds in order to immediately re-direct them to training activities so as to not reduce our planned services to participants.

The central office of the Balance of State requests this waiver not for our own use but to be able to grant greater flexibility to subgrantees as the latter attempt to cope with these difficult management and administrative decisions.

DEPARTMENT OF MANPOWER DEVELOPMENT

ORGANIZATIONAL CHART



FY'81 vs. FY'82 DMD BUDGET COMPARISON

<u>ITEM</u>	<u>FY'81</u>	<u>FY'82</u>
Salaries & Wages	\$4,018,957.	\$2,572,782.
All Other	2,204,023.	1,476,397.
Total DMD	6,222,980.	4,049,179.
Total Subgrantee	\$8,734,510.	\$3,592,725.

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